



JOB DESCRIPTION - LOGISTICS COORDINATOR

Job title: Logistics Coordinator

Department: Logistics

Location: Coventry

Hours: Monday-Friday (9-hour rotational shifts)

Main purpose of job: Plan and manage the flow of contingency and supply chain UK logistics enquiries, providing solutions, and adhering to schedules, service deadlines and daily departmental responsibilities.

Responsible to (manager/post): UK Domestic Team Leader

Responsible for (staff/jobs): N/A

Key job responsibilities

- To provide responsive service solutions
- Vehicle sourcing and planning
- Rate negotiation
- Shipment management through our bespoke transport management system
- To enhance customer relations
- Maintain excellent telecommunications as per our standard operating procedure
- KPI reporting, subject to request

Competencies required to do the job

 IT SKILLS	 ORGANISATION	 CUSTOMER SERVICE	 SELF-MOTIVATION
<ul style="list-style-type: none">• Outlook/email 4• Word 3• Excel 3	<ul style="list-style-type: none">• Task prioritisation 4• Systematic approach 5• High volume experience 5	<ul style="list-style-type: none">• Customer focus 4• Excellent telephone manner 5	<ul style="list-style-type: none">• Focused 5• Task completion/tenacity 4• Close supervision not required 4

Any technical job-related skills

- UK logistics management/freight forwarding experience is essential
- Second language is advantageous

Join the team

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.