



JOB DESCRIPTION - LOGISTICS COORDINATOR (NIGHTS)

Job title: Logistics Coordinator

Department: Logistics

Location: Dover

Hours: 4-on/4-off 12-hour day shifts
(7.00pm – 7.00am)

Main purpose of job: To plan and manage time-critical logistics solutions throughout Europe and worldwide, operating within strict time constraints to ensure all schedules and deadlines are met.

Responsible to (manager/post): Team Leader

Responsible for (staff/jobs): None

Key job responsibilities

- Work closely with the team leader to understand client requirements and source the most appropriate solutions to meet their needs
- Select appropriate vehicles for transport and buy carrier options at the best price
- Have a good understanding of European driving regulations and bans, and the impact they may have on transport planning
- Monitor progression of transport, ensuring agreed milestone updates are communicated to the client when jobs are running to plan
- Update the TMS as per the agreed milestones
- Escalate delays in transport and identified problems to the team leader, provide options for a resolution to allow effective communication with the client
- Work closely with our supplier management team to highlight any gaps in carrier coverage
- Ensure carrier non-conformances are recorded and escalated as per the agreed quality process
- Finalise jobs upon completion, ensuring any additional waiting time charges are discussed and agreed with the carrier and third-party costs are correct (where relevant)

Competencies required to do the job

 IT SKILLS	 ORGANISATIONAL	 CUSTOMER SERVICE	 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 & self-motivated 5• Task completion/tenacity 4• Close supervision not required 4

Technical job-related skills

- Logistics experience is desirable

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.