



780 Washington Street  
Quincy, MA 02169

### **Logistics Coordinator**

To apply please send resume to [careers@trtlp.com](mailto:careers@trtlp.com)

**Summary** – This position is responsible for the coordination and scheduling of trucks for inbound materials and outbound customer orders from Quincy, MA manufacturing site as well as third party terminals. This is a fast paced role and the ideal candidate works with high energy to ensure our customers receive their product as requested. The role will support, at times, management and reporting of railcar fleets, and inventories at third party terminals. Other duties as assigned in support of the Twin Rivers supply chain and traffic function.

### **Key Areas of Responsibility**

- Booking and scheduling of all outbound truck needs into SAP and SMS Systems. Position will also handle coordination of inbound raw materials via truck. This requires coordination between TRT operations, customer service and external suppliers and carriers. Updates to TRT's business systems accordingly.
- Accountable for working with TRT approved carriers and Traffic Manager to meet all customer delivery requirements.
- Minimize logistics costs by working with traffic manager to bid all lanes and negotiate best rate while maintaining superior service. This position will be solely responsible for holding carriers accountable for their contracted lanes.
- Responsible for identification of new truck carrier sources as required to support business requirements.
- Provides regular updates to internal TRT personnel on status of order shipments.
- Resolve service issues with carriers in expedited fashion. Communicate resolution timely and properly with the commercial team.
- Streamline basic processes to improve truck tendering process. This may include use of third party software.
- Develop key analytics and reports to ensure carrier accountability while maintaining or improving company profitability.
- Perform other associated duties as requested or required

### **Formal Education/Certification Requirements – Essential Functions**

- Must have a minimum of two years prior experience as a Coordinator with truck transportation, preferably involving bulk chemical tankers. Previous experience in a Fleet / Dispatch role is required
- Experience with third party terminals, rail transportation and inventory management a strong plus
- Knowledge or experience in the chemical industry a plus
- BS Degree or equivalent desired

- Strong computer skills including the Microsoft suites, experience using SAP a strong plus
- Must be to handle mathematics, multiple projects, and have strong communication and interpersonal skills

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