



Freight Agent/Logistics Coordinator

Full Job Description

*As a Freight Agent/Logistics Coordinator you will be **servicing as a liaison between shippers and carriers to secure transportation of goods and cargo.***

We Expect:

- A High degree of professionalism
- Excellent communication skills
- A good knowledge of the trucking industry
- Outstanding organizational and computer skills

As a Freight Agent/Logistics Coordinator you will:

- Pair customers with freight carriers
- Book orders and line carriers up for loading
- Opportunity to do marketing and grow new business
- Matching carrier transportation to customer's needs.
- Communicate directly with carrier dispatch, driver, and shipper.
- Understand scope of service, identifying opportunities to grow customer relationships.
- Rate negotiation with shipper and carriers.
- Generate leads and attract new prospects to develop a book of business.
- Responsible for initiating sales calls to prospective or current clients
- Nurture new sales leads to secure business
- Build relationships and sell to clients through phone or one-on-one.
- Provide customers with shipping quotes.
- Updating customers on the status of shipments and assisting with other inquiries
- Monitor the progress of shipments to ensure that goods arrive promptly and undamaged
- Update customer management software to keep client records accurate

You will be provided all the proper resources, tools, and training necessary.

Job Requirements and Qualifications

- No previous experience required, but with firm grasp of Excel and other Microsoft Office
- Excellent verbal and written communication skills.
- Able to multitask, prioritize, and manage time effectively.

Salary: \$30,000 plus 40% commission on new accounts

Sen resume to: jmartin@usfreightandtransfer.com