

JOB POSTING

JOB TITLE: **Transportation Coordinator**
WAGE RANGE: Salaried - TBD
DEPARTMENT: Supply Chain
REPORTS TO: Senior Transportation Coordinator

Job Summary:

The person in this position is responsible for the coordination and control of all material movement into and out of GFI facilities. The Transportation Coordinator must work closely and effectively communicate with, all areas of the company including Operations, Shipping/Receiving, Sales, Customer Service, and Purchasing. The person assuming this position must work closely with Outside Transportation Service Providers, Outside Warehouse Facilities, and Brokers/Customers to develop transportation schedules and ensure that the most effective and efficient means of transporting GFI materials is selected, communicated, and documented. It will be important to represent Graceland in a positive, constructive, and professional manner.

Deliverables:

- Develop accurate and timely schedules for all inbound transportation of raw material to the Forrester Road Facility. The goal is to provide the necessary goods to the facility and to avoid production outages.
- Develop accurate and timely schedules for all outbound shipments. Work closely with carriers and brokers to ensure on time pick-ups.
- Timely review and reconciliation of all freight invoices. Work closely with finance on any discrepancies.
- Continuous development of our carrier base emphasizing our service requirements for inbound and outbound loads.

Job Duties:

- Maintain and communicate accurate Inbound and Outbound appointment schedules for all GF facilities.
- Schedule carriers for FTL (Full Truck Load) & LTL (Less than Truck Load) pick-up.
- Calculate daily Raw Fruit Production requirements based on input from Production
- Work closely with the Commodity Management team on fruit pull strategy for inbound shipments.
- Overall responsibility for ensuring all shipping documents are archived in a timely manner.
- Participate with the Senior Transportation Coordinator in research and negotiations regarding freight carriers and rates.
- Supports and promotes company directives and policy, including GMP's (Good Manufacturing Practice) and Safety Programs.
- Weekend freight movement must be monitored, and adjustments made if needed.
- Other duties as assigned

Education and Qualifications:

- College education preferred or proven work experience in the Transportation area.
- Knowledge of Transportation Management Systems (TMS) is beneficial.
- Motivated self-starter who can work independently with minimal supervision, with excellent attention to detail.
- Excellent time-management, communication and organizational skills.
- Strong computer knowledge and familiarity with Windows environment (Outlook, Word, Excel).
- Ability to collaboratively achieve company objectives within diverse interdepartmental groups and outside resources.