



JOB OPPORTUNITY

POSITION: Surface Transportation Coordinator LOCATION: Exeter

Hensall Global is a leading logistics provider offering freight transportation services and logistics solutions to our global customer base.

We are looking for a Surface Transportation Coordinator to join our team.

What we offer:

- Full-time position.
- Competitive Annual Salary.
- Group Benefits Plan and Health Care Spending Account.
- Pension Plan matched by employer.
- Excellent Vacation and paid time off.

Job Duties and Responsibilities:

- Facilitate freight requests to ensure efficient delivery of cargo to final destination.
- Efficient and accurate processing of customer files.
- Confirm sell rates and internal costing references with the Commercial team.
- Book service mode that best accommodates the customer's shipping requirements.
- Prepare and forward service contracts, shipping and loading instructions, and all other regulatory documentation as required, such as customs and insurance.
- Track orders for final delivery to the intended recipient.
- Approve, decline or investigate service charge claims or invoice discrepancies.
- Transfer files to the Operations Associate team for completion of freight invoicing and A/P entry.

Required Qualifications:

- High School Diploma or equivalent.
- Post-Secondary education in business, logistics or related program.
- Minimum 2 years of experience in domestic and cross-border transportation. (truck, intermodal and rail)
- Excellent interpersonal, customer service and communication skills (verbal and written).
- Keen attention to detail and a high level of accuracy.
- Effective organizational skills.
- Ability to take initiative, multi-task, prioritize and manage time effectively.
- Proven ability to own and manage deliverables and deadlines.
- Strong analytical and problem-solving skills.
- A positive and professional attitude and willingness to work collaboratively with all team members and customers.
- Proficient computer skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint) etc.

If you are interested in applying for this position, please submit your cover letter and resume to:

Yolanda Levy Human Resources Manager
yolanda.levy@hensallglobal.com