

Logistics Coordinator

Job Description

We are looking for a self-motivated, tech-savvy, detail-oriented individual to take on the position as a Logistics Coordinator- Dispatch

What You will do:

- Receive high volume of calls from transporters and assign contracts. Act as a communication liaison between drivers, suppliers, and customers by answering incoming phone calls through the day.
- Cultivate strong relationships with drivers and customers to reduce the stress that comes with last minute schedule changes.
- Dispatch vehicles locally and out of state with local towing companies by using Central Dispatch platform
- Request new rates from shipping companies and provide to sales team and customers.
- Process bookings and arrange vehicle movement with shipping companies.
- Process transport claims with auto insurances
- Prepare shipping documents for customs clearance.
- Coordinate RORO and container shipments with freight forwarders and ocean carriers
- Process Bill of lading, dock receipt
- Provide shipping details and documents pertaining to shipments to customers.
- Effectively troubleshoots logistics issues to enhance customer experiences and meet deadlines.
- Assist with inventory management.
- Work on special projects as request by management

We pride ourselves on providing awesome experiences to our customers, so be prepared to wow us with your knowledge, skills, and can-do spirit.

What You will Need:

- Tech-savvy and proficient in computer usage
- Punctual, professional, responsible and a desire to excel
- Excellent verbal and written communication skills in both English & Spanish (Bilingual).
- Efficient, detail oriented with the availability to keep up with deadlines
- Minimum of 2 years of logistics experience
- Excellent analytical, problem solving and organizational skills

What You will Get

- A competitive salary
- Room to GROW

- Robust health, vision, dental, life & disability insurance plans
- Employer-sponsored Profit-Sharing Retirement Plan
- Employee Discounts on Consumer products & services through ADP

Who We Are

Founded in 1985, CAS is the premiere global new vehicle remarketer with seven locations worldwide which serve as hubs for receiving in new inventory as well as, for exporting our inventory to all our global customers CAS has worked for over three decades building relationships with customers, suppliers and partners. The Headquarter office is located in Miami Lakes, Florida.

Job Type: Full-time