

Clayton Supply Birmingham - Logistic Coordinator

Clayton Supply Birmingham is seeking an organized and highly motivated Logistic Coordinator who is looking for an opportunity for growth within a growing company. As a Logistics Coordinator, you will be responsible for negotiating rates on all freight moved within our network as well as tracking those freight movements from start to finish.

Job Description:

- Gain insight into suppliers' organization, processes, needs and wants to provide optimal solutions
- Prepare business proposals for suppliers
- Collaborate with plant managers at different facilities to communicate supply needs
- Manage daily execution of all transportation needs - tracking, scheduling shipments, load planning and communication of status updates throughout internal and external customers
- Communicate with client, carrier and internal teams to resolve billing and/or rate issues
- Generate and research key freight market indicators
- Expand customer base while maintaining current customer accounts

Job Requirements:

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Good attitude and troubleshooting abilities
- Ability to multitask via phone, email and networking (Ex. Answering the phone while entering data into the system)
- Must be reliable and dependable with an ability to independently prioritize and execute responsibilities
- Able to work effectively and efficiently in close team environment
- Must be highly organized and punctual
- Ability to efficiently use Windows and Microsoft Office (i.e. Word, Excel, Outlook)
- Experience in freight industry is preferred but not required

What we offer:

- Health care: Medical, Dental and Vision available
- Insurances: Short-Term Disability, Long-Term Disability, and Company Paid Life Insurance
- Paid Vacation/PTO
- 401K Plan with company match

**Application can be emailed to:
Andrew.Letson@claytonsupply.com**