

JOB OPENING: Transportation Logistics Coordinator - Augusta, GA



Human Technologies, Inc. has an immediate opening for a **Transportation Logistics Coordinator** with Aurubis, an international metals recycling/manufacturing company, in **Augusta, GA**. The primary responsibility of this position is to oversee the seamless coordination of inbound and outbound trucks at the plant.

Pay: \$60,000 - \$66,000 / year

Hours: Full-time, Mon-Fri 7am-4pm

Target Start Date: May 2024

Military veterans are encouraged to apply!

Full Benefits: Medical, dental, vision, matching 401K

Opportunities for training and advancement: Yes!

Requirements:

- High school diploma/GED
- 2+ years of experience in a Transportation Logistics Coordinator or Dispatcher role
- Experience coordinating inbound and outbound shipments, scheduling with shipping vendors, processing BOL's and other shipping/receiving paperwork, and communicating with truck drivers, shipping vendors, and internal logistics teams
- Intermediate skills in Microsoft Excel and Word
- Strong written and verbal communication skills
- Knowledge of DOT and OSHA regulations for transportation/logistics preferred
- Pre-hire screening includes drug screening and background check

Job Duties:

- **Coordinate Inbound and Outbound Trucks:** Greet truck drivers and coordinate their entry and exit from the plant premises, ensuring smooth traffic flow.
- **Verify and Audit Paperwork:** Review all paperwork submitted by drivers, including bills of lading (BOL), shipping manifests, customs documentation, and delivery receipts.
- **Maintain Daily/Weekly Schedules:** Review and reference daily and weekly schedules within Transporeon software to anticipate arrivals and departures of trucks.
- **Communicate with Drivers:** Speak with drivers to obtain necessary information, clarify instructions, and address any issues or concerns they may have.
- **Manage Documentation:** Organize and maintain records of inbound and outbound shipments.
- **Coordinate with Vendors:** Communicate with transportation/shipping vendors to coordinate delivery schedules, resolve discrepancies, and ensure timely delivery.
- **Troubleshoot Issues:** Identify and resolve issues related to transportation, logistics, and paperwork to minimize disruptions and delays.
- **Coordinate with Internal Departments:** Communicate with procurement, inventory management, and production planning.
- **Work Environment:** Office/desk at the plant entrance (security building)

INTERESTED?

Please send your resume to Jill Kozak, Recruiter with HTI, at jkozak@htijobs.com.

Please mention the position title in your email. For more information on HTI and Aurubis, visit:

<https://www.htijobs.com/richmond/>
