

Transportation Coordinator – Truck

Viking Forest Products, LLC – Eden Prairie, MN

Viking Forest Products is one of North America's largest wholesale distributors of wood panels and lumber products. We sell by truck and railcar to lumber yards, distribution centers, home centers, industrial users and manufacturers. With Viking's sales of over \$400 million in 2016, and corporate sales of almost \$3 billion, we are a significant player in the North American wood products business

Viking is interested in hiring a full-time Transportation Coordinator in our trucking department. We are an equal opportunity employer and offer excellent benefits, competitive compensation packages, matching 401(K), paid time off, and medical, dental and vision plans.

Job Summary

The Transportation Coordinator position is responsible for activities related to the dispatching of loads to carriers. This position is also involved in investigations to verify and resolve freight claims. This position works with the members of Viking's trading and distribution teams to increase company profitability, while also servicing our customers and suppliers with timely booking and dispatching of trucks.

Essential Functions

- Handle all communication for dispatching all truck shipments by phone, email or fax in response to the available loads each day. Great phone skills required.
- Ensure that scheduled shipments are in compliance with interstate trucking laws, regulation and company policy.
- Negotiate freight rates with carriers and brokers – transactional and contractual.
- Maintain existing carrier/broker relationships and prospect, as necessary, for new potential transportation providers.
- Quote freight rates to members on the trading floor.
- Solve shipping/logistics problems and/or claims as they arise, including investigating shipper or consignee complaints relating to lost or damaged product and/or shortages in shipment.
- Follow up with carriers/brokers for pick-up and delivery.

Education and/or Experience

- Bachelor's degree with minimum three years of related experience; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Strong interpersonal communication skills – must be able to maintain cooperative relations with department personnel, customers, mills and traders.
- Excellent attention to detail and exceptional accuracy skills.
- Excellent basic math skills.
- Intermediate proficiency with Microsoft Office tools.
- Ability to carry out instructions both written and oral with minimal supervision.
- Ability to collect data, identify and define problems and create effective solutions.
- Ability to manage multiple tasks/projects while fielding many interruptions throughout the working day.
- Background in lumber industry a plus. Understanding of Invoicing/Inventory Management also a plus.

Please send resumes to vfpsales@fctg.com