



FREIGHT SHIPPING SIMPLY DONE.

Logistics Coordinator – Job Description

We are on a mission to support our customers by shipping freight as simply as possible . . . with a little fun (translation: as much fun as we can muster).

Company: FLI Transportation and Logistics
Location: 12980 Metcalf Avenue, Overland Park, KS
Employee Type: Full-Time
Industry and Job Type: Transportation/Logistics | Logistics Coordinator
Salary: Dependent on Experience

Do you love puzzles and going above and beyond for people? If so, let's talk! We are seeking a Logistics Coordinator to add to our growing team. To succeed in this role, you'll need to be a problem solver who is great at multi-tasking and organizing loose details. You will work closely with the customer to offer the best solutions.

What you'll be doing:

- Establish a solid understanding of your account base's unique business needs and requirements
- Arrange freight pickups and deliveries with freight carriers on behalf of your accounts through email, phone calls and our online customer portal
- Process LTL shipments through our Transportation Management System (TMS)
- Continually monitor our internal system for alerts of new shipments needing processed
- Make sound carrier and shipment decisions based on each individual customers' expectations
- Prepare and provide all necessary shipping documents to customers and shippers
- Tracking and tracing of daily shipments with spreadsheet and report creation as needed
- Utilize carrier websites to obtain manifests and PRO numbers for data entry and shipment tracking
- Receive and respond to inquiries from your customers and/or carriers regarding your customers' shipments, timely and with a sense of urgency
- Work proactively and uphold FLI's commitment to unparalleled customer service and satisfaction
- Additional duties as assigned

What you'll need to do it:

- A positive attitude with excellent verbal and written communication skills
- Proficiency with Microsoft Office Suite
- Must work effectively in a team-oriented office environment
- Previous transportation industry experience preferred but not required

What we offer:

- Great compensation package, including bonus based on company's performance
- Full benefits package: 401k, Health, Vision & Dental
- A highly collaborative, positive, and fun environment
- Room for growth

Who we are:

Established in 2003, FLI Transportation and Logistics is a privately owned third-party transportation and logistics firm headquartered in Overland Park, KS. FLI offers freight management solutions for all modes of transportation, warehousing, and software. At FLI we focus on the unique needs of each individual customer and provide dedicated account management to create centralized and simplified freight management solutions for our customers.

Our culture is important to us. We prioritize the values of Integrity, Commitment, Balance, Empowerment, and Remembering the Human.

- **Remember the Human:** We respect and value our teammates. We treat each other with equality, show compassion, express gratitude, and root for one another.
- **Empowerment:** We inspire our people to create solutions and develop new processes. We encourage the personal and professional advancement of our team. We vow to continued learning and improvement to better serve our clients, each other, and the community.
- **Balance:** We value family and promote a healthy work-life balance. We strive for excellence, we work hard, and never give up. We also pause for coffee, camaraderie, and to celebrate our successes.
- **Commitment:** We are committed to the team, the client, the relationships, and processes we build, and to the success of each of these pillars.
- **Integrity:** We operate with integrity, authenticity, and candor. We deliver on our commitments and hold ourselves accountable to each other and to those whom we serve.