



Logistics Coordinator

Primary Responsibilities:

- Serve as the primary communication link between **customers, carriers, customer service, sales, product stewardship, and operations** to ensure accurate and timely information flow.
- Coordinate and manage daily logistics activities for **bleach, caustic, salt, acid, and chloropicrin**.
- Ensure all shipments are planned and executed to support **on-time delivery** while maintaining safety and compliance standards for hazardous materials.
- Analyze logistics and operational data to identify trends, improve efficiency, and support fact-based decision making.
- Apply critical thinking and problem-solving skills to address shipping challenges, equipment constraints, and carrier issues in real time.

Daily & Ongoing Duties:

- Review **carrier gate logs** (time in/out of Gate B) to track dwell times and support demurrage validation.
- Send **customer shipment confirmations** (fax/email), including carrier assignments and product details required for offloading.
- Review and manage the **daily and forward-looking shipment planner** to ensure capacity, equipment, and resources are aligned for future deliveries.
- Review **daily loading reports** to verify product loaded, shipment accuracy, and available equipment on site.
- Manage **freight rates**, including:
 - Comparing rates to market benchmarks
 - Renewing annual carrier rates
 - Requesting and negotiating rates for new lanes
- Track and validate **demurrage charges**, ensuring compliance with carrier free-time allowances.
- Monitor and update **weekly fuel surcharge (FSC)** adjustments to ensure accuracy and cost control.
- Maintain and review **carrier KPIs**, ensuring accurate daily data to support monthly performance evaluations.
- Coordinate **driver availability** to support daily shipment execution.
- Monitor **trailer availability**, including leased and dedicated equipment, ensuring maintenance and inspections are completed as required.
- Submit and manage **work permits** for contractors performing work on site.
- Coordinate closely with **Loading Specialists** to align on daily execution, field conditions, and operational feedback.
- Help coordinate the certification process of meters onsite.
- Review all metrics with carriers to identify and resolve issues.

This person will be reporting to Patrick Jurczyk.

Employees who have questions or wish to be considered should contact Shannon Pate via e-mail.

Shannon C. Pate
HR Manager