

Job title: Logistics Coordinator

Reports to: Branch Manager

Location: Indianapolis, IN

Full-time / Exempt Salaried position

General Description & Expectations:

- Freight duties include those related to: management, analysis, communication/coordination, strategic planning, and budget/finance
- Develop and implement efforts to improve freight movement, freight infrastructure, and related operations throughout the organization as part of one integrated system
- Coordinate and interact with the RWI sales department on a daily basis
- Ensure that all transportation divisions integrate freight as a integral part of day to day operations
- Communicate, inform and seek input from freight customers (shippers & carriers) using methods such as targeted e-mail lists, surveys, interviews, focus groups and forums
- Act as key point of contact for freight issues. As the main point of contact for freight interests you will interact at the corporate level with other Logistic Coordinators
- Work with all other freight stakeholders within the industry to identify shared interests and synergies, as well as overcoming differences
- Meet regularly with the management team and/or their staff to keep communication flowing
- Establish and lead external and internal groups, as needed, in support of planning efforts
- Lead the development of innovative partnerships (public/public and public/private) to implement transportation system improvements promoting efficient freight movement
- Evaluate transportation management and operations initiatives and practices and propose options for improving freight movement
- Set [Advise on the development of] the freight vision and goals for the company by identifying and understanding emerging trends and technology opportunities
- Create a strategic plan for freight system investment and operational improvements to be included in the Long Range Transportation Plan (LRTP)
- Build an economic case for freight initiatives and develop financial plans and recommendations to support them
- Ensure strategic direction for freight movement
- Establish control systems and performance targets for freight movement

Work experience requirements/Skills:

- Transportation experience/Knowledge
- Accurate typing skills & data entry experience
- Work independently, great communicator & customer service skills
- Problem solving/Investigation skills
- Computer experience, preferably with AS400/Excel/Word

Education Requirements

Minimum high school diploma or GED, but college degree preferred

RWI Transportation LLC is An Equal Opportunity and Affirmative Action Employer and participates in the E-Verify Employment Verification Program.

To Apply

Please send an updated copy of your resume to lrainey@rwitrans.com or call Lyndsey Rainey directly at 1-800-669-6765 x1006.