

Company Name: Pantos USA, Inc.

We are currently searching for a highly motivated **Transportation Coordinator (Intern)** for our Transportation Team.

[Primary R&Rs]

50% POD Collections

- Obtains all POD (Proof of Delivery) for a territory assigned
- Maintain above 99% on time POD collection (within ten business days from delivery)
- Download daily snapshots from TMS for analysis and action
- Manually Upload PODs to TMS
- In depth understanding of our process for carrier education purposes
- In depth understanding of logistics industry's standards and best practices
- Advise Team Leader of all current issues and exceptions

40% POD Validation and Audit

- In depth review of provided PODs and audit for any exceptions
- Compiles data for a daily report for management and follow up with concerned departments and carriers

[Secondary R&Rs]

10% IOD Collections and Coverage

- Maintain daily communications with carriers to ensure on time deliveries
- Identify trends and issues that can adversely effect on time IOD/POD collections
- Maintain above 98% on time IOD collection (within one business day from delivery)
- Support carriers to confirm deliveries [IOD] to TMS
- Assists team members with their duties when needed
- Other duties assigned

Requirements:

- Bachelor's Degree or equivalent preferred
- Experience in Logistics is a plus
- Competent with Microsoft Office Suite, particularly Excel (vlookups and pivot tables)
- Detail oriented and ability to manage multiple tasks and prioritize time sensitive situations in a fast paced environment
- Clear and concise communication skills
- Prioritization, able to shift focus to urgent issues while not falling behind on other duties
- A good attitude and ability to work in a team setting

- Able to learn new systems quickly and adapt to abrupt changes
- Well organized and good follow up skills
- Able to sense urgency and know when to escalate for assistance
- Can create and maintain professional relationships with customers and carriers

Job Type: Internship

Job Location: Englewood Cliffs, NJ 07632

Business Hours: Mon-Fri 08:00 AM to 5:00 PM