



Tuesday, August 10, 2010

Linehaul Operations Coordinator

At this time Consolidated Fastfrate is looking for Linehaul-Operations Coordinator. This position will report to the branch Manager. The individual will be responsible for

1. Arranging the daily line haul schedules and associated billing, as well as ensuring that Linehaul targets are maintained.
2. Operational service reporting
3. Learning outbound operational duties for vacation relief
4. Payroll submission and vacation tracking and associated duties
5. Clerical duties

The successful candidate will have

1. Excellent organizational skill
2. A sense of urgency
3. Experience with computer operating systems as well as keyboarding skills
4. Be able to work well independently and be a self starter
5. Excellent time management and prioritization skills
6. Attention to detail

If you believe that you would be the candidate for this position, please email your resume to Mike Cluff at the following cluffm@fastfrate.com