Transportation / Logistics Coordinator

T-Y Nursery, Inc. is a wholesale plant nursery with three locations in Southern California. Our fleet currently consists of two semi tractors, twelve trailers, and seven bobtails. Person applying MUST be bilingual.

Duties/ Responsibilities

• Scheduling transfers for the company in between all locations
• Scheduling deliveries for customers
• Communicating dates/ times to customers about schedules deliveries
• Giving drivers their assignments on a daily basis, providing them with all the information needed for their routes; addresses, phone numbers, pick up numbers, if applicable
• Making sure all necessary paperwork is ready
• Knowing which customers are still needed to collect payment from and making sure the driver is aware
• Keeping track of the location of all the vehicles, trailers, drivers, etc
• Making sure the company remains compliant with all DOT regulations
• Assisting drivers with mechanical issues
• Communicating any delays with the customer
• Making sure all materials get loaded the day before, must be in constant communication with loading docks at all three locations

Work Experience

• 5 years minimum
• Knowledge of BIT/ DOT
• Horticulture Industry

Education

• Bachelor Degree preferred, but not required

Skills

• Proficient with Excel, Outlook, and Google Sheets
• Must be bilingual in Spanish
• Attention to Detail
• Problem Solving
• Ability to work independently and in a team environment

Job Type: Full-time

Salary: Depending on Experience