

## **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