



**Job Description:** Intermodal Coordinator – Flatbeds

**Reports to:** Manager, U.S. Intermodal Operations

**Classification:** Exempt – Administrative Exemption

**Hours:** 8:00 a.m. – 5:00 p.m.

ICL is a World Class Trans-Atlantic container shipping line with an integrated logistics network offering the most reliable delivery and customer-focused solutions.

**Job Summary:** Ensures timely and efficient movement of full container load and less-than-container load flat beds for the ports of Chester, Pennsylvania, and Wilmington, North Carolina.

**Essential Duties & Responsibilities:**

1. Schedules full container loads for pick-ups and deliveries by contacting customers to schedule loads, documenting schedule details, assigning loads to carriers, receiving confirmation from carriers, and distributing Transport Instructions and any supporting documents needed to carriers.
2. Coordinates pick-ups and deliveries with Penn Terminal for Chester Port operation and Cape Fear Bonded Warehouse for Wilmington, NC Port operation.
3. Monitors pick-ups and deliveries to ensure on-time execution.
4. Determines a plan of action for delayed shipments including rescheduling and coordinating with carriers to ensure freight meets delivery/pick-up deadline.
5. Creates an incident report for cargo damaged while in-transit over-the-road.
6. Quote rates for FCL and LCL Westbound and Eastbound flatbeds based on mileage, fuel, tarp coverage, and whether it is standard or expedited delivery.
7. Update Standard Costs for FCL and LCL Westbound and Eastbound flatbeds based on mileage, fuel, tarp coverage, and whether it is standard or expedited delivery.
8. Verifies all flatbed invoices from carriers, approves for payment, and forwards to Accounting for Payment.
9. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.

**Requirements:**

1. **Communication.** Communicates effectively and appropriately. Speaks and writes in a clear and credible manner. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Actively listens to others. Must be able to clearly communicate with customers and carriers to ensure schedule details are understood and shipments are picked up and delivered on time.
2. **Computer/Software knowledge.** Ability to gain a working knowledge of systems provided by ICL in a defined time period. Position also requires proficiency in Microsoft Office.

- 3. Detail-oriented.** Ability to focus on the intricate details of a delivery/pick-up to assure materials are loaded properly, documentation reflects accurate information, and loads are ultimately picked up and delivered on time.
- 4. Time management.** Must be able to use time efficiently. Prioritizes loads and plans ahead to ensure carriers and port can manage loads. Considers different deadlines and cut-off times to ensure successful pick-ups and deliveries.
- 5. Problem-solving.** Identifies missing, misrouted, or delayed loads. Assesses the risks of trucking complications and promptly determines a plan of action. Executes the necessary steps, including obtaining documentation and contacting the appropriate parties, to ensure export loads arrive to port in time for vessel departure and import loads are delivered to customers on time.
- 6. Multi-tasking.** Ability to manage multiple tasks efficiently. Must be able to receive incoming calls, address inbound emails, prioritize loads for scheduling, monitor loads, and solve trucking issues.
- 7. Positive attitude.**
- 8. Ability to work well independently and in a team environment.**
- 9. Authorized to work in the United States.**
- 10. Ability to handle stress appropriately and interact well with others.**
- 11. Must be eligible to obtain TWIC card.**

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and phones. While performing the duties of this job, the employee is regularly required to talk or hear. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, and extensive reading. Must have the ability to identify and distinguish colors. This is largely a sedentary role. Limited travel is expected for this position.

*ICL is an Equal Opportunity Employer. More company information can be found at [www.icl-ltd.com](http://www.icl-ltd.com)*