

UNIVERSAL STEEL PRODUCTS, INC.

222 Bridge Plaza South, Suite 530, Fort Lee, NJ 07024
www.universal-steel.com

Tel: (201)731-3551
Fax: (973) 741-6888



Job Title: Traffic Coordinator

Essential Job Functions:

- Analyze delivery costs, coordinate and execute speedy deliveries
- Initiate relationships with new carriers, analyzing and researching most efficient rates
- Request quotes from carriers, assign carriers to routes, and schedule inbound and outbound traffic
- Ensure proper resolution to shipping damages, including product replacement, incident handling, and escalation to appropriate departments
- Liaise with related departments for shipped loads, shipping documentation, rate adjustments and disputes
- Update internal records with freight information on a load by load basis
- Suggest logistics and sales process improvements

Qualifications:

- 1-3 year work experience in Logistics/Traffic
- Must have strong communication skills, manage multiple tasks, and work well under pressure and strict time constraints
- Quantitative analytical skills
- Planning and organizational skills
- Team player with high level of dedication
- Ability to work under strict deadlines
- Must be detail oriented
- Must be proficient in Microsoft Office
- Spanish language fluency is a plus
- DAT software and Uber Freight usage experience preferred

We offer our employees a competitive salary and comprehensive benefits package including a Pension plan, health insurance including dental and vision, gym reimbursement, daily lunch, and more.

We are always looking for individuals with the talent and skills required to contribute to our continued growth and success.

Work Hours: Full-time (Monday through Friday: 8:30AM – 5:30PM)

Apply To:

Send your resume to hr@universal-steel.com