

Transportation Coordinator

Cunova Service USA is seeking an organized, dependable, and proactive Transportation Coordinator to join our team. This full-time position is a vital role in keeping our operations moving efficiently, responsible for coordinating daily materials transport, scheduling drivers, and managing fleet logistics.

Job Overview

- **Position:** Transportation Coordinator
- **Location:** Titusville, PA
- **Job Type:** Full-Time
- **Pay:** Competitive; depending on experience

Key Responsibilities

- **Driver Dispatching & Fleet Management:** Dispatch and schedule drivers operating our fleet, which includes 6 semi-trucks, 6 trailers, 3 flatbed trucks, and light trucks.
- **Customer & Vendor Logistics:** Coordinate inbound and outbound shipments with external vendors and customers to ensure timely deliveries and pickups. Coordinate outsourced transportation requirements when necessary.
- **Permit Requests:** Obtain permits for overweight and oversized loads. Understand all oversized travel restrictions associated weekends, evening, and holidays.
- **Materials Movement Control:** Plan and manage the daily transfer of parts, raw materials, and finished goods between our 6 local facilities in Titusville and Pleasantville, PA.
- **Route & Logistics Optimization:** Plan efficient transport routes and balance priorities to maximize fleet utilization and driver safety.
- **Documentation & Record Keeping:** Maintain accurate transport logs, bills of lading (BOLs), driver time records, and load tracking updates. File IFTA taxes and 2290 documentation.
- **Fleet Maintenance Coordination:** Track vehicle usage and assist in scheduling routine maintenance and inspections for company vehicles.

Qualifications & Requirements

- **Experience:** Previous experience in transportation, dispatching, fleet management, or logistics is **strongly preferred**.
- **Equipment & Vehicle Knowledge:** Familiarity with semi-trucks, trailers, flatbeds, and general DOT/transportation guidelines is **required**.
- **Computer Skills:** Basic computer skills required. Proficiency in Microsoft Excel or logistics/dispatch software is **required**.
- **Organization & Multi-Tasking:** Strong organizational and problem-solving skills with the ability to manage shifting priorities in a fast-paced environment.
- **Communication:** Excellent verbal and written communication skills to coordinate effectively with drivers, plant leads, vendors, and customers.
- **Work Ethic:** Dependable, detail-oriented, and capable of working independently while supporting a broader operational team.

Benefits

- Health, dental, and vision insurance
- 401(k) with company matching
- Referral Bonus
- Quarterly Profit-Sharing Bonus
- Paid time off (PTO)
- Paid holidays

If you are organized, detail-oriented, and ready to take on a key role in our fleet and logistics operations, we encourage you to apply.