

# Logistics Coordinator

United Human Resources – St Paul-Minneapolis, MN



## What we're looking for:

United Human Resources (UHR) is partnering with a national transportation logistics corporation who is seeking an experienced, customer-oriented logistics coordinator to assist in daily entry and processing of orders. Orders are entered in multiple platforms and require attention to detail. The goal is to ensure excellent service standards, aid in achieving company goals, and maintain high customer satisfaction.

## If you have:

- Excellent verbal and written communication skills
- Desire to work in a fast-paced work environment
- Computer skills, including Microsoft Office Suite
- Ability to multi-task and manage time well with the ability to prioritize effectively
- Efficiently and effectively manage the work flow of the business
- Some Logistics experience preferred, not required

## We want you to:

- Execute detailed order entry
- Utilize multiple platforms to create, setup, and finalize orders
- Track and trace orders on a daily basis
- Communicate with customers on order updates as needed
- 50% customer/vendor contact via email, 50% contact via phone

## Why join our team:

- Great work environment, small culture with big impact
- Competitive benefits after probationary period

## Who we are:

United Human Resources (UHR) is a recruiting agency that takes pride in hiring more than temporary solutions; we are looking to match you with your next career by establishing a relationship with you and our clients.

*UHR never charges candidates anything for applying to or accepting a position that we offer.*

**If you think you may be a good fit, apply with UHR today  
by filling out our online application!**