



Company Overview:

All State Express has excelled as a leading expedited transportation provider in North America for over a decade, developing automotive and non-automotive transportation expertise. As we have *grown forward*, we have diversified our portfolio of services to include a full spectrum of truckload and logistics services.

Our 24/7/365 Coordination Center located in the heart of the *Piedmont Triad* is supporting some of the most successful Fortune 500 and medium-sized enterprises across the NAFTA region.

We apply the same responsiveness and proactive management required for success in expedite to all transactions and across the logistics services we provide, aided by industry-leading on-board and web-based technology. We invite you to explore our company in detail to discover how you can perform as a critical link in All State Express' future success.

Position Overview:

ASE is seeking Transportation Coordinators for our 24/7/365 operation to provide coordination, support and inside salesmanship to our growing enterprise. This position involves working independently, and as part of a team, to ensure Company and customers' expectations are met and exceptions are handled and communicated appropriately.

Key Accountabilities:

- Maintains a high level of customer service and telephone etiquette.
 - Constantly monitors driver and vehicle availability.
 - Assigns company O/O and logistics vehicles according to factors such as length of haul, Federal Hours-of-Service regulations, conveyance type, freight characteristics, and customer requirements.
 - Escalates appropriate issues and problems to management personnel.
 - Performs constant event management of shipments in-transit, and those to be assigned (managed orders).
 - Investigates late ETA's and overdue vehicles, communicating immediately with customers for contingency planning purposes.
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- Directs activities of drivers by Qualcomm and other contact information.
- Creates quick orders for customer quotes and turndown tracking.
- Solicits backhaul orders and initiates deadhead orders to maintain proper velocity and positioning of company O/O vehicles.
- Maintains proper accounting information in each assigned order, to include proper bill-to party, shipper, consignee, pieces, weight, dimensions, revenue pricing, driver pay, brokerage payment, cross-dock payment, and customer shipper #/PO # information.
- Assists drivers with directional, repair and process instructions.
- Clearly demonstrates ability to perform successfully in dealings with both internal and external stakeholders.

Job Requirements/Preferences:

- Demonstrated ability to take initiative to solve problems.
 - Demonstrated history of success working in teams.
 - Ability to be decisive and proactive in a fast-paced environment
 - Ability to effectively handle pressure/stressful situations.
 - College Degree or 5 yrs. transportation experience preferred.
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