

Transportation Coordinator

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Company: Vectrus

Location: Kuwait

Category: other-general

Overview

*****This position is physically located in Kuwait in support of LOGCAP*****

The Transportation Coordinator must be capable of monitoring, but not limited to, the following movement control functions: Customer Service; Convoy Briefings; Staging Area Management; Hazardous Materiel (HAZMAT) Documentation Certification; Movement Control Reports; RFID Management; Document Cargo; Container Management: and Safety Briefings. Transportation Coordinator must be familiar with Hazardous Materiel (HAZMAT). Integrated Booking System Container Management Module (IBS-CMM), Radio Frequency Identification (RFID) tags, and Cargo Movement Operations System (CMOS).

Responsibilities

This position description is subject to change at any time as needed to meet the requirements of the program or company.

Monitors all transportation movement.

Assists in sourcing out new modes of transportation and carriers.

Analyzes cost of freight performance for carriers.

Responsible for monitoring scheduled movements.

Ensures security has been coordinated; link up teams and Movement Control Teams (MCTs) for required moves.

Inputs convoy movement data into ledger, close convoy entries, and track convoys on Movement Tracking System (MTS) and BCS3.

Retrieves all convoy reports from the MCTs via NIPR computers.

Contacts MCTs when reports are not received by required times.

Assists in creating circulation overlays.

Maintains historical data on all movements.

Possess the ability to perform movement control operations.

Must be acquainted with (MHE) material handling equipment operations, ie, Forklift 4K, 6K, 10K, 12K, 14K, and 100K container handlers.

Knowledge of moving ocean freight shipment through the designated SPOE/D.

Leads cargo trucks convoy and has overall responsibility for mission coordination, preparation, equipment safety and accountability.

Performs other duties and assignments as required.

Qualifications

Minimum Qualifications Education/Certifications: One-year related experience may be substituted for one year of education, if degree is required.

Education/Certifications: A valid driver's license and the ability to obtain a U. S. Government Motor Vehicle Operator's License and host nation Driver's License, is required. Must be CAC eligible and/or able to obtain a Common Access Card (CAC) Must have valid US Passport. Must be US citizen. High School Diploma or equivalent. Must provide a copy of the diploma.

Experience: Minimum of three (3) years of experience within Transportation field. Minimum

of 3 years of directly related work experience required. Incumbent must demonstrate a high degree of leadership skills.

Skills: Attention to detail. Able to compute center of balance and weights on rolling stock equipment. Must be acquainted with (MHE) material handling equipment operations. Knowledge of moving ocean freight shipment through the designated SPOE/D. Prioritize responsibilities to handle a demanding workload. Ability to work under pressure. Intermediate proficiency in Word, Excel, and Outlook applications. High-level organizational and planning skills to efficiently and accurately manage workflow.

Working Conditions: Must be capable of working in an extreme weather conditions with temperatures exceeding 120 degrees Fahrenheit. Indoor and/or outdoor environment with very adverse and harsh conditions (., hot, dry, dusty, desert environment with average temperatures of 30 degrees in the winter and 130 degrees in the summer months). Includes some industrial production environment conditions as well.

Physical Requirements: Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Work may require heavy lifting, stooping, climbing, prolonged standing, prolonged sitting, and working with or in areas where a potential could exist for exposure to physical, chemical, or biological agents. Employee use of personal protective equipment (PPE) is required for some situations. PPE includes, but is not limited to, head, foot, torso, respiratory, vision, and hearing protective devices. Must comply with all Fire and Safety Regulations and post policies.

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