

**Position Title:** Domestic Air Freight Coordinator  
**Department:** Domestic & International Operations  
**Location:** Johns Creek, GA  
**Employment Type:** Full-Time

### About CorTrans Logistics, LLC

CorTrans Logistics, LLC is a Hispanic woman-owned, Domestic and International Freight Forwarder, Broker, and 3PL Provider. Leveraging our extensively vetted partner network, we provide exceptional logistics solutions to our customers. Based in Johns Creek, GA, we are committed to diversity, innovation, and excellence in freight forwarding and logistics.

### Job Overview

The Domestic Air Freight Coordinator is an integral part of our operations team, responsible for managing domestic and international air shipments from pick-up to delivery. This role involves quoting, routing, rating, monitoring, and coordinating shipments while maintaining direct communication with clients, carriers, and partners to ensure superior service and operational excellence.

### Key Responsibilities

- **Documentation and Compliance:** Prepare and manage documents required for linehaul, delivery, pickup, import/export, and customs clearance.
- **Tracking and Coordination:** Monitor cargo movement and ensure timely delivery while keeping clients informed about shipment status.
- **Billing and Financial Accuracy:** Provide accurate billing information to the accounting team.
- **Client Communication:** Maintain regular communication with clients regarding freight disposition, including tracking, routing, dispatching, and rate quotations.
- **Process Improvement:** Participate in the development and implementation of new processes and monitor their success.
- **Business Development Support:** Collaborate with the sales team to evaluate new business opportunities and assist with onboarding new clients.
- **Customer Relationship Management:** Establish and nurture strong relationships with clients to ensure high levels of satisfaction and retention.
- **Compliance Assurance:** Ensure adherence to TSA, customs, and CTPAT compliance requirements using reasonable care and control.
- **Profit Optimization:** Identify the most profitable shipment methods while meeting client requirements.
- **Team Collaboration:** Provide essential data and support to team members for seamless operations.
- **Additional Duties:** Perform other responsibilities as assigned to support company goals.

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**Experience:** Minimum 3-5 years of experience in freight forwarding and brokerage, with expertise in non-asset-based logistics.

**Skills:**

- Strong business acumen and strategic thinking.
- Proven problem-solving and analytical capabilities.
- Excellent negotiation and communication skills (verbal and written).
- Ability to manage multiple priorities effectively.
- Team-oriented mindset with a focus on collaboration.
- Proficiency in Microsoft Office products and Transportation Management Systems (TMS).
- Multilingual skills are a plus.

**Education:**

- College degree in logistics or a related field preferred.
- High school diploma with relevant industry experience considered.
- Professional certifications are a bonus.

**Other Requirements:**

- Flexibility to work necessary hours to meet deadlines.
- Ability to build rapport with diverse employees, suppliers, and customers.

**Working Conditions:**

- Primarily office-based with occasional visits to client locations.
- Regular use of a computer and desk-based tasks.
- Ability to sit for extended periods and communicate effectively via phone and email

**Benefits:**

- Competitive salary with bonus eligibility.
- Comprehensive benefits package including:
  - Medical, prescription, dental, and vision coverage.
  - Life, AD&D, critical illness, and disability insurance.
  - 401(k) plan with HSA.
  - Generous Paid Time Off (PTO).

**Ready to Join Us?** If you're ready to bring your expertise and passion to our dynamic team, we'd love to hear from you. Please submit your resume and salary requirements to [kmiles@cortrans.com](mailto:kmiles@cortrans.com).