



Logistics Coordinator

Concord Energy is the leading independent commodities marketing, logistics and trading company. Founded in 2002, Concord is an energy commodities marketing, logistics and trading company focused on growth in the North American energy markets. We are a producer-focused, first purchaser and industry leader in energy distribution. Concord's management team has worked together for over 20 years and are the leading experts in the physical flow of energy commodities across North America.

We are currently looking for a Logistics Coordinator, located in our Downtown Denver office. The position is responsible for dispatching crude oil trucks in Texas and Oklahoma. The Logistics Coordinator assigns transporters to the daily schedule and provide accurate directions to well site locations or facilities when needed. This position requires a general knowledge of customer needs and of local highway systems. A high level of customer service is essential. This position may work unusual schedules due to 24-hour operations, including weekends, nights, and holidays.

Responsibilities:

- Responsible for taking calls from customers, transporters, and other personnel.
- Monitors and validates accuracy of dispatch entries and jobs.
- Provides emergency and non-emergency requests for assistance in dispatching transporters or responding to requests for information.
- Monitors ongoing communications and dispatching throughout the shift.
- Maintains appropriate communications between customers, transporters, and dispatch to facilitate flawless operations.
- Guide and direct all communications regarding issues from customers to appropriate management personnel.
- Dispatches loads to appropriate transporters, within the appropriate areas.
- Assign, direct, and track all commodity movement.
- Monitor daily nomination (or commitment) allocations and adjust as needed.
- May provide other support functions as requested.

Knowledge, Skills, Abilities & Education

- High School diploma or GED equivalent required.
- Previous logistics and dispatch experience preferred, but not required.
- Must have a good working knowledge of oil field equipment and logistics.
- Strong interpersonal and negotiation skills.

- Excellent verbal and written communication skills including excellent telephone etiquette skills required.
- Must be very detail orientated.
- Ability to multitask.
- Experience working in a team environment.
- Well organized and manages time well.
- Capable of providing directions and maps to transporters/drivers as needed.
- Excellent computer skills and ability to pick up new systems quickly.
- Ability to effectively work in a dynamic team environment and have the flexibility to adapt to changes.
- Strong problem solving/analytical skills
- Ability to manage high traffic telephone, software tracking systems, email, and contact with multiple external and internal clients.

This position is an in-office position, remote weekends and evenings as needed. The hourly wage for this position ranges from \$24.00 - \$28.00 per hour, depending on experience and qualifications. Concord offers a robust benefits package and paid time off. Please send resume to careers@concordenergy.com.