



TRUCKING COORDINATOR

About UTC Overseas

UTC Overseas, Inc. is a global freight forwarder and logistics provider with strategically located offices worldwide. We offer comprehensive expertise in global logistics and supply chain management, delivering seamless, end-to-end transportation solutions across six continents for standard containerized shipments and oversized, complex project cargo. What sets UTC apart is our people—dedicated logistics professionals who work closely with customers to understand their unique needs and provide innovative, cost-effective solutions.

Located in UTC's corporate headquarters in Houston, this position is in the office 5-days a week.

Required Qualifications:

- Minimum of 1+ years of hands-on operational experience in trucking operations, freight brokerage, or over-the-road (OTR) transportation
- A high degree of integrity and accountability with strong customer service, communication, and problem-solving skills
- A strong desire for professional growth and development; goal-oriented
- Demonstrated success in a team environment. A collaborative team member who supports a common result of consistent, high-quality service and customer value
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with drivers, dispatchers, customers, and internal teams
- Self-motivated and capable of managing responsibilities independently while maintaining a high standard of accuracy and accountability
- Solid numerical aptitude, including the ability to calculate mileage, freight weights, and perform load optimization assessments
- Proven ability to manage multiple priorities and meet firm deadlines in a fast-paced, operational environment
- Flexibility to support operations across multiple time zones as required
- Proficient in typing and Microsoft Office applications, including Outlook, Excel, Word, OneDrive, and Teams

Preferred Qualifications:

- Knowledge and experience with truckload (TL), less-than-truckload (LTL), flatbed, step-deck, and over-dimensional trucking operations
- Familiarity with FMCSA regulations, DOT compliance requirements, hours-of-service (HOS) rules, and permitting for oversize/overweight loads
- Understanding of domestic freight documentation, including bills of lading, rate confirmations, proof of delivery, and carrier insurance certificates
- Knowledge of load boards, TMS platforms, and carrier management systems
- Experience with CargoWise or similar freight management software
- Willingness to put in the required efforts to meet customer demands and group targets

UTC Overseas, Inc.

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Responsibilities

- Coordinate end-to-end domestic trucking movements in conjunction with the Operations Manager, including truckload, LTL, flatbed, and over-dimensional shipments. Responsibilities include carrier dispatch, equipment coordination, load planning, shipment tracking, and cost control
- Monitor all active loads closely to ensure on-time pickup and delivery, maintaining proactive communication with drivers, carriers, and customers throughout the transportation lifecycle
- Enter and maintain accurate shipment and load data within internal systems (TMS/CargoWise), ensuring timely updates and strong data integrity
- Provide detailed status updates to operations managers, customers, and other stakeholders
- Build and maintain effective working relationships with carriers, brokers, drivers, customers, and internal teams to support seamless execution of trucking operations
- Assist in identifying and onboarding reliable carriers that align with operational requirements and company values, contributing to a dependable and scalable carrier network
- Review shipping documentation, including bills of lading, rate confirmations, and proof of delivery for accuracy and completeness to ensure compliance and smooth freight movement
- Assist Operations Manager in negotiating freight rates and service terms with carriers and brokers to secure competitive and dependable solutions
- Assist in anticipating and resolving operational challenges such as service failures, detention issues, equipment shortages, and routing changes, supporting the Operations Manager with practical solutions and a problem-solving mindset
- Coordinate permit and escort requirements for oversize/overweight loads as needed
- Participate in continuous training: internal and external

Benefits:

- Competitive compensation and performance-driven incentives
- Benefits include medical, prescription, dental, vision, and life insurance, as well as flexible spending accounts (FSAs), health savings accounts (HSAs) (for eligible plans), and short- and long-term disability coverage
- Employees also have access to wellness resources, Employee Assistance Program (EAP) services, and other support benefits
- Financial benefits include participation in UTC's 401(k) plan
- To support work-life balance, UTC offers various paid time off options as well as paid company holidays
- Continuous training, including in-house and 3rd party
- Opportunities for travel; both foreign and domestic