

Movement Control Coordinator

Job Number:

DOS0036

Description

As a Movement Control Coordinator, we offer you the opportunity to work on challenging, exciting, and substantive transportation assignments to support deployed personnel, so they may concentrate on the mission. You will be responsible for determining the most efficient mode of transport that accomplishes the mission requirements.

Responsibilities:

- Coordinates, monitors, controls and supervises the movement of personnel, equipment and cargo, whether by air, highway or water
- Requests and coordinates transport capabilities to meet a movement mission
- Marks and labels cargo and freight shipments in accordance with regulatory requirements
- Documents and inventories freight, cargo and material shipments of all types
- Operates automated data terminal equipment to prepare movement documentation or related correspondence
- Arranges documentation and reports for follow up or response to tracer actions
- Prepares transportation movements documents and related forms for the type of shipment and mode of travel
- Performs office duties such as posting regulations, files maintenance and routine office correspondence
- Coordinates Transportation Assents
- Conducts analysis of transportation requests to determine most cost effective mode of transport
- Training and Supervision
- Performs annual training as required for efficiency and compliance
- As available, develops or trains personnel on movement control duties
- Supports Audits
- Performs special projects as needed and other duties as assigned
- Effectively presents information and responds to questions from managers, department directors, auditors and customers.

Qualifications

Knowledge and Skills:

- Must have working knowledge of Microsoft Office applications.
- Must be comfortable working both independently and as a team player.
- Must have excellent written and verbal communication skills.
- Display good skills at measurements such as fractions, percentages, ratios and proportions to practical situations.
- Skills and knowledge of ground transportation, freight forwarding and distribution administration are required.
- Cargo documentation and logistical movement control experience in the transportation environment.
- Past experience in freight customs, personal property and passenger travel coordination.
- Skill and knowledge in preparing Defense Transportation Systems reports, quality control and traffic management functions.
- Knowledge and experience working with the military services, commercial agencies and host nation elements.

- Familiarity with DOD transportation organizations
- Past skills in organizing and supervising the movement, deployment and redeployment of personnel and equipment.
- Proven technical experience in the interpretation and use of transportation automation systems, including but not limited to: GDSS, SMS, GATES, ITARS, GTN, AALPS, TC-AIMS II, IBS-CMM, WPS, TransLog Web, BCS3, JOPES, MTS and Blue Force Tracker.
- Experience in an OCONUS Army environment is desired. A former Army 88N E-4 with movement control team experience or civilian Transportation Coordinator/Dispatcher with LOGCAP IV and /or Army Movement Control Team experience is a plus
US Army HAZMAT 12 certification is a plus.

Experience:

Minimum of five (5) years of related work experience

Education:

Bachelor's degree or four (4) years of relevant work experience.

Physical Requirements:

Living and working conditions at the assignment could be remote and uncomfortable. Long hours, exposure to weather and hazardous conditions.

You are required to have the ability to move on short notice and under adverse conditions.

You are required to have the ability to travel domestically and internationally.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net