

# PROJECT CARGO COORDINATOR

**Deadline:**  
31-08-2025

**Contact person:**

Saniya Naz

**Office:**

Houston, Texas, USA

**Location:**

Houston

Scan Global Logistics is a leading freight forwarding company, specializing in providing comprehensive logistics solutions to clients across various industries. At the core of our DNA is a 'can-do-attitude' and the willingness to always walk the extra mile to find the right logistic solution whether by road, rail, ocean, air or any other modes of transportation. **Our culture is based on our four virtues: respect, integrity, entrepreneurship, and fun.**

## **Position Overview:**

SGL is seeking a dynamic and results-driven **Project Cargo Coordinator** to join our team. The successful candidate will support end-to-end project logistics activities, working closely with the sales, operations, and customer service teams to ensure the successful execution of complex cargo movements.

## **Responsibilities:**

- Assist in coordinating and executing domestic and international project cargo shipments from start to finish
- Communicate with clients, vendors, and internal teams to manage timelines, shipping documents, and delivery requirements
- Track project milestones and proactively report delays or issues to internal and external stakeholders
- Support sales and operations by preparing rate requests, quotes, and handling minor RFQs
- Generate and follow up on quotations for existing and prospective clients, partners, and SGL offices
- Ensure accuracy in pricing, documentation, and shipment details in internal systems
- Serve as the main point of contact for clients, providing updates and addressing inquiries throughout the project lifecycle
- Collaborate with internal teams, including warehouse, transportation, and customer service, to resolve service issues quickly
- Act as a bridge between the sales and operations teams to align on customer requirements and project plans
- Monitor shipment trends and follow up with key accounts to maintain volume and service levels or no ship reports.
- Support department managers with reporting, document preparation, and client communication
- Maintain organized records of project files, quotes, and correspondence
- Stay current with industry trends, regulations, and customer needs to support continuous improvement
- Offer feedback to enhance internal workflows and improve the customer experience
- Willingness to travel within the assigned territory as needed.

## **Required Skills/Abilities:**

- Minimum 3 years' experience in Project Logistics
- Minimum 3 years' experience Inside sales, pricing, logistics, or freight forwarding operations or sales.
- Strong analytical and problem-solving skills.
- Entrepreneurial mindset and willingness to learn
- Ability to work in a fast-paced and dynamic environment.
- High attention to detail.
- Strong sense of urgency and aptitude to work under pressure.
- Excellent communication and negotiation abilities.
- Ability to work independently or as a flexible team player.
- Proficiency Microsoft Office Suite – focus on MS Excel

## **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

**Work authorization/security clearance requirements:**

- Must be eligible to work in the United States
- Must pass TSA eligibility screening

**Job Type:** Full-time

**Pay:** \$33 to \$38 Per Hour

**Schedule:** 8-hour shift (Monday to Friday)

**Work Location:** Houston, TX (Hybrid, mostly office with some remote and travel)

**Benefits:**

- 401(k)
- Health Insurance
- Dental insurance
- Vision Insurance
- Employee assistance program
- Health Savings Account (HSA)
- Life insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Paid Time Off
- Tuition Reimbursement