



CAVANAGH SERVICES GROUP, INC.

POSITION TITLE: Transportation Logistics Coordinator

SCOPE:

Coordinate logistics support for hazardous and radioactive material/waste shipments both on and off the Hanford site. Interface with various groups to ensure appropriate support is provided for scheduled shipments both within Waste & Fuels Management Project and other projects within the CHPRC. Support resources will include shippers, teamster, and transport vehicles for offsite shipments. Interface with other Hanford site contractors is required, i.e. MSA. Track shipments to provide information to shipping matrices.

BASIC QUALIFICATIONS:

- AA degree or an equivalent combination of education and experience.
- Strong conduct of operations with regards to attention to detail.
- Proficient with Microsoft Office Suite (Word, Excel).
- Effective interactive skills with multiple organizations, management, and customers.
- Ability to work independently and make decisions without direct supervision.
- Strong communication and organizational skills.

DUTIES

- Maintain/update shipping schedule – compile input from other production schedules – update daily.
- Point of contact for transportation resources for off-site shipments.
- Schedule resources (teamsters/trucks) for onsite shipments both for W&FMP projects as well as other CHPRC projects as needed.
- Communicate and interact with projects, facilities, and Shippers to ensure appropriate resources are provided.
- Provide weekly/quarterly shipping metrics.
- Provide input for Cavanagh monthly report.
- Attend meetings are required.
- Active participation in safety activities and meetings.