

Jr. Project Coordinator

General Job Description

As a Project Coordinator at BWS, you will be responsible for coordinating and managing the movement of shipments for our clients domestically and international. You will work closely with various offices or agents within the company and service providers to ensure that shipments are delivered on time, within budget, and according to customer specifications. You will also be responsible for tracking shipments, updating reports, and entering shipment data on our BWS operations systems. You will work with a Project Manager on the day to day and should be able to resolve any issues that may arise during the shipping process.

Individual task

- Coordinate and manage the movement of goods from suppliers to customers.
- Communicate with customers, suppliers, and internal departments to ensure shipments are delivered on time and according to customer specifications.
- Prepare shipping documents, including bills of lading, arrival notices, delivery orders, invoices, and invoice packages.
- Track and trace shipments from departure to arrival, alerting clients accordingly and manage on hand receipts.
- Resolve any issues that arise during the shipping process, including delays, damages, and lost shipments.
- Maintain accurate records of all shipping transactions.
- Monitor transportation costs and work to minimize expenses.
- Review freight invoices for accuracy and dispute any discrepancies.

Position Requirements

- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadlines. Adept at working in a fast-paced, customer-oriented environment.
- Effective verbal and written communication skills with both internal and external customers.
- Basic understanding of logistics process and methodologies
- Proficiency in Microsoft Office, especially Excel
- Experience using transportation management software is a plus.

Education and Work Experience

- A bachelor's degree in logistics, supply chain management, or a related field is preferred but not required.
- Experience in logistics, transportation or supply chain management is preferred.
- Experience working in a transportation or logistics company is a plus.

What we do – Together we create solutions

Blue Water Shipping is a global provider of all logistic services in modern supply chain management. Founded in Denmark in 1972, Blue Water is a global top tier organization of professionals, skilled to offer complete and tailor-made solutions for unique customer needs and any shipping requirement anywhere in the world within Energy, Port and Project logistics.

We are growing and expanding our global operation represented with more than 80 offices in 30 countries worldwide and offer clients the best service and highest quality. Challenging transports of oversized or heavy cargo is one of our core competences, and we are among the preferred suppliers worldwide with global know-how and local specialists in-house.