



# Cargo Coordinator

## Job Posting

**Location:** Tampa, FL

**Reports To:** Operations Manager

**Company:** A.R. Savage & Son, LLC, and its sister companies ([www.arsavage.com](http://www.arsavage.com))

**Employment Type:** Full-Time

### Summary

The **Cargo Coordinator** oversees vessel loading and discharge operations, serving as the key liaison between the vessel, stevedores, the boarding agent, and our principal. This role **manages all cargo activities** and ensures each port call is loaded or discharged efficiently. The Cargo Coordinator also provides guidance and supports smooth, safe, and timely operations for the company, while ensuring excellent customer service. The Cargo Coordinator is expected to board multiple vessels per day, starting at 0700 hours daily and then again at 1500 hours daily.

### Essential Functions

- A. Work effectively both independently and as part of a team in a diverse, fast-paced work environment while maintaining professionalism and cooperation with all stakeholders.
- B. Board vessels in port twice daily, beginning at 0700 hours and again at 1500 hours, to monitor and ensure cargo operations are proceeding as expected.
- C. Capture clear and accurate photographs and videos of cargo operations to document progress, conditions, and key operational activities.
- D. Prepare and submit required reports for our principals including written updates and all relevant photographs and videos, in a timely and accurate manner.
- E. Act as a liaison between principals, ship owners, cargo interests, facility management, and internal teams
- F. Board vessels at marine facilities within the Ports to support operational oversight and coordination
- G. Complete required internal administration and accounting procedures accurately and in accordance with company policies and procedures.
- H. Performs other duties as assigned.

*Perform other duties as assigned to support the company's commercial objectives.*

### Qualifications

#### *Required Qualifications*

- A. High school diploma or equivalency required.
- B. Strong intrapersonal skills with the ability to communicate effectively with persons from a wide degree of backgrounds and nationalities.
- C. Excellent written and verbal communication skills.
- D. Ability to manage a high volume of electronic communication, both in an office and while mobile in the field.
- E. Demonstrated computer knowledge with good typing skills for data entry
- F. Demonstrated proficiency with current Microsoft Office suite
- G. Must possess a valid driver's license and good driving record. Position requires travel using personal vehicle for company business
- H. Must possess or be able to pass Federal and State background checks for Transportation Workers



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- I. Identification Credential (TWIC) and State of Florida Port Pass required upon hire
- J. Demonstrated analytical and problem-solving skills
- K. Must be legally authorized to work in the United States

### *Preferred Qualifications*

- A. College courses in business management
- B. Familiarity with GatShip or other agency software

### **What We Offer**

- Competitive pay
- Healthcare, dental, and vision coverage for full-time employees
- 401K after 1 year of service and 1,000 hours, with 3% employer contribution
- Paid Time Off and Paid Holidays
- A family-owned culture that values initiative, accountability, and teamwork