



Truck Coordinator – Field & Office Operations

Greater Houston Area | Pay: Dependent on Experience (DOE) | Full-Time | Exempt

Sprint Sand & Clay seeks a skilled and dependable Truck Coordinator to manage daily transportation operations while supporting safety initiatives across job sites and pits. This role works primarily in the field with some office coordination and focuses on keeping schedules efficient, drivers supported, and materials moving safely and on time. If you take pride in organization, problem-solving, and leadership — we want to hear from you.

What You'll Do

- Coordinate daily transportation schedules across locations
- Maintain high customer service levels and driver productivity
- Review weekly truck attendance and daily hauling activity
- Prepare and communicate daily hauling assignments
- Review driver pay, hauls, and rate structures
- Authorize wait time, reroute pay, or additional compensation
- Partner with Operations and Sales to meet customer needs
- Investigate damage claims and report findings to management
- Promote safety and enforce DOT and company policies
- Participate in special projects as assigned
- Support onboarding and training of owner-operators and company drivers

What We're Looking For

- Detail-oriented and able to multitask in a fast-paced environment
- Strong communicator and problem solver
- Proactive, assertive, and service-driven
- Comfortable working independently and in teams
- Proficient in Word, Outlook, and Excel
- Bilingual English/Spanish a plus
- Adaptable — no two days are the same
- Experience with dispatch software, GPS tracking, or fleet systems a plus
- Knowledge of local routes and traffic patterns a plus

Qualifications

- High school diploma or GED
- Two years of customer service experience
- Experience meeting service-level goals
- Strong computer skills
- Clean driving record
- Knowledge of DOT rules and regulations
- Prior experience working with truck fleets preferred

Why Join Sprint Sand & Clay?

- Competitive pay based on experience
- Growth and advancement opportunities





- Safety-focused culture
- Supportive operations and leadership teams

Apply today and become part of a team that keeps Houston building.

Sprint Sand & Clay is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status. Sprint Sand & Clay is a Drug-Free Workplace. Employment may be contingent upon successful completion of pre-employment screening, including background checks and drug testing.

