

Brenny Transportation Inc

Position: Business Service -

Hourly position

Level - \_\_\_\_\_

Position Summary: Business Service reports to Business Service Team Lead (Trish Phelps) and General Manager (Bonnie Supan). Business Service will manage all duties assigned below and additional if requested by managers or owners.

Hours: 7:00am-4:30pm Monday-Thursday, 7:00am-4:00pm Friday. Hours based on Individual level.

Carrier Relation Position Expectations (may include but not limited to):

1. Carrier Records
2. Send checks to carriers
3. Insurance certificates & other insurance related duties
4. Handle A/P calls
5. Call for paper recycling pickup when bin is full\
6. Mark Specialized loads ready to bill

Customer Relation Position Expectations (may include but not limited to):

1. Customer & Broker Records
2. Collections; Transportation and/or Specialized
3. Invoicing; Specialized and/or Transportation
4. Run & complete Unsettled Trip report
5. Conduct Inventory and Invoicing for Warehousing
6. Assure Fuel is updated in McLeod
7. Locate loads/invoice & bill of ladings for customers and/or dispatchers
8. Process Comchecks for Drivers &/or Brokers
9. Upload monthly ARXchange report online
10. Fill out credit applications for vendors
11. Go to bank (as needed), assist with banking and direct deposit (as needed), ACH transactions

Carrier/Customer Relation Position Expectations (may include but not limited to):

1. Data entry
2. Mail – pick up & deliver mail at post office and mail box
3. Answer phones
4. Change voicemail recording when necessary
5. Help office guests
6. Send Birthday cards to Drivers wives
7. Complete the morning and end of day duties list
8. Check messages
9. Assist with sending letters
10. Filing/end of year filing
11. Order office supplies
12. Monthly reports on Transportation & Specialized: credit, safer, etc
13. Scanning
14. Assist owners, managers & team members as directed
15. Update company numbers on break room whiteboard
16. Help office guests- sales/UPS/Fed Ex deliveries
17. Supply inventory & picking up supplies
18. Assist Joyce & Todd where needed, as well as other team members

Preferred Knowledge, Skills and Abilities:

- College degree or 2-4 years work experience
- This position may require some lifting. Accepting this position means you have no limits up to 20lbs
- With this position you must have a valid drivers license, as errand running will be part of the duties
- You may be required to obtain additional education if necessary
- Above average communication skills
- Able to multi task and prioritize tasks at hand
- Excellent Customer Service, phone skills & data entry – computer skills
- A limited amount of travel may be required
- Able to work alone, as well as in a team environment
- Ability to work in a fast paced environment, with a smile on your face!
- A Grand Champion Attitude and Honest Character will guarantee your success at Brenny!

I have read and can fulfill the requirements of this job as stated in this job description, please sign and date.

Position offered to: \_\_\_\_\_ Start date of: \_\_\_\_\_

Offered by: \_\_\_\_\_ On date of: \_\_\_\_\_

Offer accepted by: \_\_\_\_\_ On date of: \_\_\_\_\_