

Brenny Transportation Inc.

Position: Logistics Carrier Service – Salary / Hourly position (circle one) Level - _____

Position Summary: Logistics Carrier Service reports to the Team Lead & General Manager. The Logistics Carrier Service is responsible for managing shipments via truck and managing all details involved with the coordination of such.

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

Position Expectations (may include but not limited to):

1. Accountable for providing GRAND CHAMPION Customer Service to all Carriers, Drivers & Customers.
2. Contact Carriers for equipment availability and match loads with available equipment. Negotiate pricing with carrier.
3. Ensure information for invoicing and settling carriers is correct.
4. Work closely with Business Service Department securing information on qualified Carriers.
5. Verify all information on each load with Customer Service, Carrier, & Driver including pricing, current loads & load information.
6. Work closely with team members, logistics team, Business Service Department as well as Brenny Specialized dispatch, communicating available freight and helping to keep Brenny Specialized trucks loaded.
7. Ensure all new Carriers meet company standards of a Satisfactory rating as directed.
8. Handling carriers in a professional manner, always.
9. Work closely with Business Service & Team Leads on carrier guideline loads.
10. Work towards achieving and maintaining Company goals. This will be done by each Logistics Carrier Service team member moving an expected amount of loads per week/month, and dispatching an expected amount of freight each week/month.
11. Having courage to deliver results!
12. Dealing with all the little “need an answer right now” questions even though you might be really busy with something else as directed.
13. Be able to take calls after hours as directed.
14. Ensure all new Customers meet company credit standards as directed.
15. Once skills and abilities have been achieved you will be trained in the techniques of Champion Calling.
16. Attend company meetings & educational classes & seminars as directed.
17. Other duties as directed by Team Leader, Manager, and Owners.

Preferred Knowledge, Skills and Abilities:

- *College degree or 2-4 years work experience, sales training helpful
- *Above average communication skills
- *An understanding of the transportation/logistics industry, or desire to learn
- *Self motivated & innovative – able to work with little supervision
- *Able to multi task and prioritize task at hand
- *Excellent Customer Service, phone skills, & data entry – computer skills
- *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: _____