



JOB DESCRIPTION

This position is the front line role coordinating day to day traffic booking tasks. The Traffic Coordinator will analyze shipping requests, identify options based upon their knowledge of the transportation carrier base, and select carriers to maximize savings and efficiencies.

DUTIES/RESPONSIBILITIES:

1. To get the best value when procuring transportation services in terms of timeliness, reliability, price and delivery.
2. Responsible for day-to-day traffic booking activities.
3. Utilize agreements created by the Traffic group to procure carrier services as required to meet Brandt's shipping needs.
4. Negotiate effectively with carriers to obtain best value. Refuse attempts to impose additional charges for services that should normally be included in base fees, and escalate negotiating impasses to Traffic Team Leader.
5. Produce purchase orders from requests/requisitions/ analysis of shipping schedules to ensure timely pickup and delivery activities. Coordinate with manufacturing to eliminate demurrage and delays.
6. Utilize the Traffic Booking Online Program to ensure all requests are handled in a timely manner.
7. Follow standard Traffic Department operating procedures.
8. Identify and address issues related to the traffic booking process as they arise, escalating unresolved issues to the Traffic Team Leader.
9. Maintain/improve carrier relationships.
10. Document carrier performance and participate in carrier reviews as required.
11. Resolve Accounts Payable issues as it applies to carrier invoices, and provide invoice G/L coding when needed.
12. Continually develop market knowledge and understanding of Brandt processes, and use this in negotiations with carriers to solve transport challenges.
13. Participate in sourcing projects related to traffic service as directed by the Traffic Manager.

QUALIFICATIONS

- 3 to 5 years of relevant experience.
- Post-Secondary education in Business Administration or similar discipline, or equivalent practical experience.
- Excellent communication skills, both written and verbal.
- Experience in ERP systems.
- Knowledge of MS Office software, esp. Excel, Word, PowerPoint
- Experience with a TMS (Transport Management System) or willingness to be trained in the use of one is essential

To apply for this position, please visit our website at www.brandtjobs.com and enter the tracking code 5279-046 into the search field.