

LOGISTICS MANAGER

JOB DESCRIPTION AND DUTIES

TRUCKING COMPANY MANAGEMENT

1. Coordinate loads for company trucks and dispatch drivers to maintain 2500 weekly average miles per driver
2. Prepare paperwork required to hire drivers making sure to meet FMCSA requirements
3. Interview and hire drivers after analyzing screening requirements
4. Manage driver pay and bonuses, completing payroll sheets weekly
5. Assist with road testing new drivers as needed
6. Off season – load trucks and maintain per mile rate specified by owners
7. Review drivers' annually to meet FMCSA regulations
8. Write and track checks for drivers' over the road expenses
9. Coordinate and examine load paperwork for timely billing
10. Review drivers' logs weekly ensuring they meet FMCSA regulations
11. Prepare monthly PUC reports and quarterly IFTA report summary
12. Inspect all trucks and trailers weekly, coordinate equipment repair and maintenance with our shop and leasing company, ensuring equipment meets FMCSA requirements

LOGISTICS MANAGEMENT FOR COMPANY SHIPMENTS

1. Arrange transportation of product delivery for domestic and international customers
2. Identify purchase orders, scheduling time and price arrangements
3. Arrange outside carriers as necessary, insuring adequate insurance and equipment
4. Negotiate rate with outside carriers and track documentation of load and rate confirmations
5. Provide customers with Carrier insurance request information and TIN information
6. Notify drivers/customers of problems/delays keeping in mind Hours of Service regulations
7. Coordinate seed potato hauling (rail and truck)
8. Coordinate with Plant Manager to ensure adequate totes and pallets are in stock
9. Update and add new customer information to Access database as needed
10. Review all billing for accuracy

REQUIREMENTS

- 5 years' experience in freight brokering
- Minimum 2 years' experience managing at least 5 direct reports
- Book of outside carriers/industry contacts
- Knowledge of general freight terms and standards
- Basic knowledge of accounting functions
- Understanding of FMCSA requirements
- Working knowledge of electronic log software
- Proficiency in Microsoft Office Products (Excel, Outlook, Word, Access)

HOW TO APPLY: E-mail humanresources@golddustfarms.com your resume, 3 professional references and salary range/requirements.