



Position Summary.

Responsible for Inland freight transportation operations within USA and Canada, analysis, evaluation and control of traffic information related, including but not limited to: Freight negotiation, scheduling, coordination and Tracking of Cargo (load pick up, deliveries and verification). Ensure there is effective communication with Suppliers and freezers, custom brokers, sales, accounting and back office, transportation companies among others. This position must stay informed on the relevant Transportation rules and regulations, management of perishable fresh/frozen products and management of refrigerated equipment.

The incumbent must acquire knowledge and expertise around safety and control on the logistic process and policies, procedures and practices of the company. This position reports to the Director of Logistics and Transportation.

Key Accountabilities:

Accountability	Ranking	% Time
1. Freight Scheduling and quotation. Request quotes to trucking companies and provided support to the Director of Logistics and Transportation on these negotiations. Coordinate Freight Orders (FO), perform all scheduling activities and verify pick up location. Estimate, solicit and coordinate adequate levels of transport reserves to meet expected volumes. Collaborate to identifying logistics areas for process improvement and cost savings; Support, as requested by leader, the preparation of cost analysis or other reports. Responsible for Keeping updated trucking companies' documentation.	#1	40%
2. Load Pick up and verification. Responsible for the timely tracking of the load from US and Canada locations to the border / port and on time delivery. Confirm shipment and weight. Coordinate load pick up and confirmation activities and troubleshooting. Responsibilities include but are not limited to: Interpret data on logistics elements, such as availability, maintainability, reliability, supply chain management, strategic sourcing or distribution, supplier management, or transportation. Monitor and report daily operations and track key performance indicators. Appropriately request and collect documents such as BOL, corrections on file and other relevant documents to comply with the process. Coordinate with transport companies the adequate arrival and removal of trailers at supplier's locations. Timely address any issues or challenges as they appear and escalate as necessary.	#2	30%
3. Be the liaison to, and effectively communicate with Sales, Back Office, Logistics Team Mexico, and Transport companies. Responsibilities include but are not limited to: update the ETA status on the border screen file, report loads dispatched for document generation, communicate changes on dates, shipments, locations, etc. From time to time and as appropriate communicate with internal and external clients to define or clarify requirements, shipment priorities, and identify improvement areas to the process and services.	#3	10-15%
4. Other. Responsibilities include but are not limited to: Ensure Company's policies and procedures are complied with, information is kept up to date, communicate to sales team. Timely inform of changes to management. Participate and engage in other company activities requested by leader, support other management activities and coordination, staff meetings, promotion activities, among others. Support company with special projects and workflow process improvements. Lead by and demonstrate company values at all times.	#4	15-20%



Required Qualifications:

Technical requirements:	Leadership Competencies
<ul style="list-style-type: none"> • Bilingual (English/Spanish). • Associate's Degree or equivalent experience preferred • Minimum of 4-6 years of experience as trucking services coordinator in a Trucking broker company • Focus on full loads and refrigerator transport. • Previous experience as dispatcher in a trucking brokerage company. • Customs experience moving cargo In-Bond from Canada to USA. Experience handling regulatory • Requirements and proper documentation, including transit documents and customs authorization • Experience with transportation rules and regulations (FMCA-DOT), management of perishable • Fresh/frozen products and management of refrigerated equipment specifications. • Knowledgeable of TMS , tracking/trace tools solutions. • Logistic Food industry expertise. Highly desired (Meat, poultry, pork) • knowledge of Load boards analysis and load postings. • Excellent relationships with logistic providers related with our sector handling operations between • Canada/USA/Mexican border (trucking companies, freezers, custom agents) • Experience with negotiations with logistics providers. • Attention to details and sense of urgency. • Ability to manage multiple tasks and work under a high under pressure environment. 	<ul style="list-style-type: none"> • Result driven. Proven ability to driving and achieving timely results through effective use of resources, systems and processes. • Time and Priority Management. Effectively manage time and priorities to meet deadlines. Demonstrated ability prioritize tasks to stay on schedule. Incumbent must be pro-active, results oriented and self-driven. • Customer Focus. Excellent Customer Service skills in order to anticipate, meet and exceed customer expectations. • Excellent planning and organizing skills. • Demonstrated ability to develop and use of logical, systematic and orderly procedures to meet objectives. Disciplined team player in regard to policy, procedure and standards. Proactive, resilient, and self-confident. • Teamwork and collaboration. Proven ability to working effectively and productively with others to meet objectives. Ability to support team decisions and collaborate respectfully and constructively. • Ability to act decisively and respond with a sense of urgency in critical situations demanding on the spot decisions. • Effective analytical and problem-solving skills and proven ability to consistently follow procedures and standards. • Strong Communication and Interpersonal skills. Effective in working, relating and communicating well to all kinds of people regardless of cultural differences



Key Contacts:

<p>Internal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Director of Transportation and Logistics. <input type="checkbox"/> Other Logistics Team members. <input type="checkbox"/> Sales Managers and Sales Leaders. <input type="checkbox"/> Purchasing areas. <input type="checkbox"/> Accounting and Back Office. 	<p>External:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transport and freight companies. <input type="checkbox"/> Vendors and suppliers. <input type="checkbox"/> Custom Brokers.
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<p>Measures of Success - How will the role be measured: [Targets and measurements to be defined in annual goals and objectives] – Some examples include but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> % of loads on time – pick up. <input type="checkbox"/> % of loads on time at the border. <input type="checkbox"/> Screen status on time, accurate and reliable. <input type="checkbox"/> Freight Process is efficient and is compliant with policy. <input type="checkbox"/> Other Results and targets are timely met. <input type="checkbox"/> No regulatory or reporting lapses under his/her responsibility. <input type="checkbox"/> Feedback from external vendors and team members is positive and constructive. <input type="checkbox"/> Execution of role reflect a healthy financial operation of the business, it is absent of avoidable disruption or unnecessary costs to the business and/or generates material savings or efficiencies.

NOTE: These job responsibilities could change if the company consider necessary.

Salary and benefits commensurate with experience.
 We are an equal opportunity employer. Minority/Female/Disabled/Veteran
 Except where prohibited by state law, all offers of employment are conditioned
 upon successfully passing a drug test and background check.