

# Mr. Longarm, Inc.

<b>Job Title:</b>	<b>Logistics &amp; Transportation Specialist</b>
<b>Supervised by:</b>	<b>Director of Operations</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Location:</b>	<b>Butler Facility</b>
<b>Work Schedule:</b>	<b>7:00 AM - 5:00 PM, Tuesday to Friday</b>
<b>Status:</b>	<b>Full-time / Salaried / / Exempt</b>
<b>Pay Range:</b>	<b>\$45,000 - \$50,000 a year</b>

## **JOB SUMMARY:**

Price, coordinate and manage shipments from and to various domestic, foreign suppliers and customers.

## **QUALIFICATIONS, DUTIES AND RESPONSIBILITIES:**

- Excellent hands-on working knowledge of US Domestic and international freight transportation via truck, rail, rail piggyback, airfreight, and ocean freight.
- Working knowledge of cross-dock, freight consolidation, container loading, and port dray operations.
- Experience in ocean freight documentation, filing electronic AES Entries, Customs clearance, etc.
- Pricing Analysis and negotiation skills- ability to perform freight cost analysis, negotiate rates, read ocean rates, harmonized classifications, and complete bills of lading.
- Management of shipment visibility and in-transit activities for international receiving and shipping including price comparison and negotiations for the best options
- Review purchase orders in the system to determine weekly scheduling of activity and movement of purchase orders.
- Communicate shipment information and transit issues internally and externally with buyers, product suppliers, and transportation suppliers.
- Direct scheduling of shipments with Suppliers, truckers, warehouses, brokers, ship companies, and buyers.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Technical training in Traffic/Transportation, US Customs, or related field is a PLUS.
- Minimum of two (2) years of hands-on experience in shipping.
- Two (2) years of Import & Export freight and documentation.
- Excellent computer skills, use of Excel, Word, and Data Entry Systems.
- Excellent written and verbal communication skills.
- **Language Skills:**
  - Ability to read, analyze and interpret transportation and purchasing documents.
  - Ability to clearly express both verbally and in writing your directions on matters related to transportation.
- **Mathematical Skills:** Ability to calculate figures and amounts with percentages, area, and volumes.
- **Leadership and Reasoning Skills:** Ability to resolve practical operational problems and deal with a variety of variables and situations that require the cooperation of many individuals to get the work completed on time within budget