



Carrier Procurement Specialist- Dedicated Capacity

Department: Dedicated

FLSA Status: Exempt

Grade/Level: 2

Job Type: Regular

Work Schedule: M-F

Job Status: Full Time

Reports To: Procurement Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Responsible for recruiting outside carriers for our dedicated operation.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Scout quality carriers to provide service for our dedicated division (multiple states)
- Evaluate carrier's qualifications and history
- Cold calling and emailing to recruit carriers
- Negotiate rates with outside carriers
- Creating and processing of all needed documents to onboard a carrier (contracts, insurance, etc.)
- Compile and track weekly work performed by each carrier at all locations
- Communicate with dispatch or manager for each site and carriers to ensure correct pay
- Resolve any discrepancies in carrier pay
- Process weekly rate confirmations for each carrier
- Reporting of weekly numbers for specific locations to the appropriate manager and accounting department
- Other duties as determined by management

POSITION QUALIFICATIONS

Competency Statement(s)

- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Sense of Urgency - Ability to handle work efficiently in a stressful, fast-paced environment
- Timeliness - Ability to manage personal time effectively and arrive and depart on a set schedule

SKILLS & ABILITIES

Education: H.S. Graduate or General Education Degree (GED) required, College Degree Preferred

Experience: Prior recruiting, sales, or logistics experience helpful

Computer Skills: MS Office / Internet Explorer

Certifications & Licenses:

Other Requirements:

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	N
Walk	O	11-20 lbs	N
Sit	F	21-50 lbs	N
Manually Manipulate	N	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	N
Squat or Kneel	N	13-25 lbs	N
Bend	N	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Standard
- Sense of Touch
- Sense of Balance

WORK ENVIRONMENT

- Office Environment

Prepared by: _____

Date: _____

Approval Signature: _____

Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

