

## **Internal Posting: Carrier Manager**

Carrier managers are responsible for establishing and building upon relationships with outside carriers for the purpose of taking advantage of new and existing freight opportunities in a profitable manner. This role requires an assertive person with well-rounded knowledge in computer usage, math, and geography along with strong communication, negotiation, time management, multi-tasking, and problem-solving skills.

The Carrier Manager will be based out of the Lafayette, Indiana office and report to Flatbed Brokerage Manager Rori Arce. Compensation for this role is a combination of base and incentive pay with the base salary being commensurate with the education, experience, and skill set of the person selected for the role.

Any current employee who is interested in being considered for the position, or who knows of someone who may be a strong fit, should email [HRRcruiting@schilli.com](mailto:HRRcruiting@schilli.com) with their name, contact information, and updated copy of their resume if readily available.

### **Duties**

- Contacting current and potential carriers for new and existing freight opportunities
- Negotiating contract and pricing agreements with carriers
- Matching available trucks with freight in a profitable manner
- Managing a small fleet of dedicated outside carriers
- Coordinating pickup and delivery appointments via shippers, consignees, and dispatch
- Ensuring paperwork is completed and approved before transportation
- Tracking and monitoring freight shipments with status updates to customers
- Procuring all necessary documentation in order to bill freight
- Managing freight paperwork and ensuring its completion
- Assisting with answering phones, fielding and distributing calls to the appropriate broker
- Resolving problems with loads including detentions, trucks not used, re-consignments, and any other issues that may arise
- Other duties as assigned by the Flatbed Brokerage Manager

### **Qualifications**

- High school diploma or equivalent required; Associates degree or higher from an accredited college or university with a concentration in business, logistics, or related course of study preferred
- One (1) year of administrative / clerical / office experience required; Previous transportation or sales experience helpful but not required
- Customer account management and development
- Basic mathematical skill
- Basic United States geography knowledge
- Basic computer skills (turning on/off, opening files, saving work, using internet, etc.); AS400 or similar system knowledge a plus
- Microsoft Office (Excel and Word) knowledge
- Assertive and competitive; Thrives when challenged and desires to be the best
- Ability to multi-task, prioritize, and manage time efficiently; Works well under pressure
- Confident and self-motivated with a positive attitude
- Ability to exercise independent judgment, discretion, and problem-solving
- Tactful and intelligent communication and negotiation skills