



Carrier Sales Job Description:

1. Operations Specialists are responsible for tracking all loads that they book.
 - a. Enter all truck and trailer information
2. Load Building for Email, EDI and TMS tenders
 - a. Accept load and create new or duplicate from prior load.
 - b. Ensure all customer codes and inputs are accurate.
 - c. Verify all addresses and operating hours for pick-up and delivery locations are correct.
 - d. Enter starting bids and ensure load can be actively worked.
3. Load Booking
 - a. Communicate with account managers
 - i. Issues
 - ii. Growth Opportunities
 - b. Search and call carriers (ask for other lane availability).
 - i. Run carrier lane history.
 - ii. Call top five carriers.
 - c. Post load on DAT and run custom match report.
 - d. Post on Truck Stop.
 - e. Run carrier radius search based on destination city.
 - f. Offer orders and waterfall
4. Load Tracking
 - a. Confirm that Rate-Con has been received from carrier, and update in McLeod.
 - i. Enter truck and trailer #s
 - b. Obtain pick-up ETA from carrier.
 - c. Dispatch in McLeod.
 - d. Confirm arrival at pick-up location.
 - e. Confirm pick-up and obtain ETD. ***End of Day***
 - f. Confirm delivery ETA and/or arrival. ***Next Day***
 - g. Confirm delivery and clean bills.
 - h. Notify Account Manager of any assessorial charges, damages, discrepancies or other costs.
 - i. Ensure fuel has been updated.
 - j. Finish load.
5. Account Management – See Account Manager Job Description
6. New Business – See