



Operations Specialist Job Description:

1. Correctly and timely enter all information into McLeod.
 - a. Order Entry
 - b. Location Entry
 - c. Subject Orders
2. Order entry
 - a. Build loads as soon as you get the tender
 - b. Enter correct times for both shipper and receiver
 - i. If they are not clear confirm with account manager that sent the load to you
 - c. Put in starting rate on all loads
 - i. This will be provided by account manager along with the tender
3. Location Entry
 - a. When building a load, confirm all information is correct in the location entry
 - i. Hours
 - ii. Address
 - iii. Contacts
4. Subject Orders
 - a. These are to be done only after all currently committed loads are built
 - b. Build with all detail provided
5. KPIs
 - a. Order entry accuracy
 - b. Time from tender being sent to entry
 - c. Missed starting rates