



FREIGHT BROKER

Under the supervision of the Manager of Operations, the Freight Broker is responsible for assisting in the planning, coordinating, and monitoring the transportation operations for Stone Cargo.

The Manager of Operations must be knowledgeable of current industry trends and regulations including FMCSA (Federal Motor Carrier Administration), DOT (Department of Transportation), and OSHA (Occupational Safety and Health Administration) regulations and have experience managing compliance and maintaining safety logs.

MAJOR JOB FUNCTIONS

- Schedules drivers to pick up and deliver loads to customers or vendors
- Serve as a reliable point of contact for drivers
- Coordinate and manage the most efficient loads to remain cost-effective
- Negotiate and determine the best rates and delivery methods
- Acquire the necessary documents and permits
- Assists in the training and education of new and existing employees by providing on the job training, general instructions, safety, monitors compliance with the company safety program and additional training as required.
- Performs related duties as assigned.

REQUIRED, KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use initiative and exercise sound independent judgement.
- Maintain accurate and detailed records.
- Ability to efficiently coordinate work assignments according to the locations and schedules of the driver and facility.
- Knowledge of equipment as it relates to truck driving.
- Ability to establish effective working relationships with supervisors, other employees, and the public.
- Ability to understand and follow written and oral instructions.
- Ability to be flexible in adapting to changes in priorities, assignments and other interruptions that may occur.
- Ability to utilize company's computerized scheduling, database, word processing and email.
- Ability to work after hours or on weekends to fill in for staff when needed.

MINIMUM QUALIFICATIONS

Graduation with a high school diploma or GED; possess two years of experience in trucking industry, dispatching, construction or a combination of education and experience found as relevant.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in and around moving parts
- Ability to use hands to handle, control, or feel objects, tools and controls
- Bend or twist their body
- Ability to kneel, stoop, crouch and crawl over uneven surfaces
- Capable of reaching overhead and bending over.
- Ability to move about to access file cabinets, office machinery, etc.
- Constantly operates a computer.
- Ability to stay stationary for long periods of time.
- Ability to lift and/or move up to 15 pounds.

Reasonable accommodation information is used to provide reasonable accommodations in the testing and hiring processes. If sufficient data is not provided, we may not be able to accommodate you.

You are not legally required to provide any of the private data listed above. Stone Cargo employees from the Human Resources Department and other departments involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.

APPLICATION PROCESS

Please submit a resume directly to Kaitlyn Kivi, Director of Operations at:
Kaitlyn.kivi@stonecargo.com

Equal Opportunity Employer
Women and Minority Applicants Encouraged to Apply