

## Job Description

**Job Title:** Freight Coordinator

**Department:** Benchmark Foam Inc.

**Reports To:** Plant Manager

**Summary:** Responsible for coordinating the schedule of company-owned and common carrier trucks for customer deliveries with a focus on efficiency and cost-effectiveness. This position will also be trained and responsible as a back-up to the Scheduling Coordinator. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment, and Excellence.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

### **BFI Trucks:**

- Daily updating the "load board" as sales orders are written.
- Review completed orders for errors or omissions.
- Keeping dates on sales orders updated in Global Shop (company ERP software system).
- Combine orders to create load for BFI trucks.
- Calculate miles and route trucks in most efficient manner.
- Communicate with sales team on trucks that need to be filled.
- Communicate with Shipping Manager to ensure BFI has enough drivers/trucks available on a particular day.
- Find outside carriers for full truck loads when needed.
- Contact customers prior to shipping for setting up delivery time, confirming location (may require checking jobsite addresses to ensure access for 53' vans), contact on site for delivery and all other aspects regarding the delivery.
- Create trip sheet to get freight costs; add freight costs to sales order in Global Shop, update "load board" with delivery time and trip number.
- Learn to use Global Shop dashboards.

### **Common Carrier, Fedex and UPS Ground:**

- Receive dimensions of a shipment from production. Contact customer if need be, regarding time, location and equipment to unload. Find and secure appropriate trucks. Contact shipping companies via phone, email or through website to find best rate. Know how to use different shipping accounts to compare rates. Use Fedex Ship Manager to create shipment and shipping label.
- Update sales order by creating purchase orders thru Global Shop when BFI is paying the freight.
- Create BOL, labels and packing slip in Global Shop to ship order.

## **Job Specific Competencies:**

**Education and/or Experience:** Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as blueprints, project plans, general business periodicals, technical procedures and governmental regulations. Ability to write project plans, routine reports and correspondence. Ability to speak effectively before groups of customers or team members.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume as well as capacity and demand calculations for plant scheduling purposes.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with situations involving a variety of solutions.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of basic computer hardware and software. Experience with ERP/MRP preferred but willing to train the right individual.

**Certificates, Licenses, Registrations:** Current South Dakota Class 1 - Car/Light Truck Driver's License recommended.

**Essential Physical Functions:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

## **Competencies:**

**Adaptability** - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.

**Dependability** - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; commits to working extra hours, when necessary to achieve goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.

**Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed; motivates others to perform well; effectively influences actions and opinions of others.

**Innovation** - Displays original thinking, passion, optimism and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; demonstrates accuracy and thoroughness.

**Motivation** - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

**Organizational Support** - Follows policies and procedures; supports organization's goals and values; aligns work with established goals; implements cost-saving measures. Consistently acts as a representative of Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

**Planning/Organizing** - Prioritizes and plans work activities; develops realistic action plans; sets goals and objectives; uses time efficiently to meet productivity standards; completes tasks accurately and on time; demonstrates accuracy and thoroughness; monitors own work to ensure quality; looks for ways to improve and promote quality.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Strategic Thinking** – Processes information; uses intuition and experience to complement information.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; meets commitments; gives and solicits feedback; manages difficult or emotional situations; provides customer service to fellow team members by responding promptly to needs.

**Technical Skills** - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Written Communication** - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

*This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.*

The Company has reviewed this job description to ensure that essential functions of the position have been included. 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.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Origination Date: June 2020

Revisions: June 2021