

Carrier Representative Job Description

Company Overview

Virginia Transport, LLC is a Small Business Administration certified HUBZone freight and fuel broker working as a prime contractor to the U.S. Government Department of Defense, Department of Homeland Security, Department of Energy, and more. We also provide subcontractor support to prime contractors such as Raytheon Technologies, Northrop Grumman, and General Dynamics, across industries. We are responsible for the integration of all logistics support functions including planning, risk, rigging, transportation, warehousing, crating, and more.

Position Overview

The Carrier Representative will connect our clients with our nationwide network of carriers. You will work with trucking company owners, dispatchers, and drivers (collectively known as carriers) to coordinate customer shipments. This role combines inside sales, account management, supply chain planning, and operational activities to meet the logistics needs of our customers. Our ideal candidate is a self-starter who enjoys creating new relationships. To be successful, the right candidate should thrive in a fast-paced, entrepreneurial environment, as well as having a good sense of humor. This is an entry level position that reports to the Senior Vice President, Supply Chain.

Main Tasks, Duties, and Responsibilities

- Develop new and grow existing carrier relationships through lead generation, calling prospective trucking companies, and referrals
- Build strong relationships with trucking company key contacts (i.e., owner operators, dispatchers, and drivers)
- Leverage our transport management system (TMS) along with data and other resources to make informed decisions, negotiate price, drive automation, and improve efficiency
- Identify issues and work cross-functionally to determine and implement the best solution
- Maintain constant contact with carriers (average 75-100 touch points per day) to secure additional truck capacity and manage existing business agreements
- Provide exceptional customer service to our carriers and customers
- Ensure shipment details are accurately communicated to relevant stakeholders and tracked in the TMS

Requirements

- Prior experience in logistics, supply chain management, or related field a plus
- Additional language (e.g., Spanish) a plus
- High school diploma or GED equivalent
- Proficient in Microsoft Office, including Outlook and Excel
- Capable of working independently as well as collaboratively as a team
- Have excellent verbal and written communication skills
- Strong attention to detail as well as prioritization and multi-tasking skills
- Positive and flexible in an ever-changing environment with shifting priorities
- Tech savvy, with the ability to adopt new technologies as needed
- Available to work nights/weekends/and holidays as needed

Benefits

- Salary commensurate with experience
- Opportunity to participate in discretionary bonuses and uncapped commission based on performance
- Gallery style office with dedicated workspace
- Casual dress and atmosphere
- Laptop and other necessary technology provided
- Medical plan, including dental and vision, costs covered up to \$500/month
- Prescription drug coverage
- Paid time off (PTO)

How To Apply

Please send an updated resume in Word or PDF format via email to the hiring manager at michelle.mcinerney@virginiatrtransport.net. Please include the title of the role you are applying for in the subject line of the email.

COVID-19 Policy

Currently, Virginia Transport does not offer remote or hybrid work options. Work is performed onsite, five days a week. Prospective employees must have received the completed COVID-19 vaccination by date of hire to be considered. Proof of vaccination required. Legally recognized exemptions regarding vaccination status will be considered.

Disclaimer

This job description is intended to generally describe the nature and level of work to be performed by employees in this position. It is not intended to be construed as an exhaustive list of all responsibilities and skills required of employees performing this role.

EEO

Virginia Transport is an Equal Opportunity employer committed to a diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.