



POSITION POSTING

JOB TITLE: RATE CONSULTANT/ANALYST

LOCATION: WINNIPEG

Job Summary:

Reporting to the Traffic Manager, this position will be accountable to provide a full range of traffic services to both internal and external customers. The focus of this position is to identify opportunity within individual shipments, accounts, commodities, and locations/lanes. This position administers freight rates within our computer system as well as assists sales/marketing, customer service, and operations with rating requirements. External customers will be provided with service support in areas such as rates, service scheduling, tracing, and special handling requirements. This position is Monday to Friday, 8:00AM to 5:00PM. Hours of work may change based on business and operational requirements.

Job Duties:

1. Audit rates in the computer system in order to determine profitability of individual shipments, accounts, commodities, or locations/lanes.
2. Complete costing of accounts to ensure profitability. This is to be completed with the assistance of the traffic department, and operational managers.
3. Develop freight rates and/or freight rate packages. This will be completed for both new business development and current customers.
4. Assist in the presentation of rate and services packages for current customer and potential business clients.
5. Provide rate quotes for customer shipments on a one-time spot basis or for continuing business.
6. Complete inside sales activities including providing information on items such as service schedules, commodity handling, and pickup and delivery information.
7. Other duties as assigned and required.

Qualifications:

1. Able to demonstrate strong organizational skills. This individual must be able to manage and prioritize multiple tasks. The requirement will be to manage to multiple deadlines for differing projects.
2. Able to demonstrate superior analytical skills. Must be able to analyze reports and information, then judge the need for further action.
3. Able to complete detail oriented work procedures. On a project or individual task basis analyze, organize, and carry out detailed procedures.
4. Demonstrate an inquisitive and probing work style. This individual will analyze current work procedures or results with the goal of recommending and implementing improvements.
5. Strong interpersonal skills in a variety of situations. This includes telephone skills, presentation skills, departmental meetings, continuous improvement activities, and customer meetings.
6. Superior PC based computer knowledge and skills. This individual will have an in-depth working knowledge of Microsoft Windows and Office software with an emphasis on Word and Excel. This person will be required to complete advanced spreadsheet development and analysis.
7. Post-secondary education in Business Administration or Commerce preferred.
8. Candidates with comparable experience and education will be considered.

A resume and cover letter quoting salary expectations can be sent to;

Krista Williamson, CHRP
Human Resource Generalist
60 Eagle Drive, Winnipeg Manitoba R2R 1V5
Phone: 204-631-3741 Fax: 204-694-7275
Email: HR@gardewine.com

*We thank all candidates in advance for their interest.
Only those selected for an interview will be contacted.*