

Boar's Head Provisions Company, Inc.
Job Description



Job Title: Transportation Analyst	Department: Logistics
Reports To: Transportation Manager	FLSA Status: Exempt Grade: 310
Prepared By:	Prepared Date:
Approved By:	Approved Date:

PLEASE APPLY ON-LINE AT WWW.BOARSHEAD.COM/CAREERS

I. Job Summary

Arranges Local Purveyor, Interplant and Vendor shipments. Ensures that products and equipment are promptly moved between plant locations and to the Local Purveyors efficiently and at the lowest possible cost. Responsible for supporting the company, suppliers and customers by providing accurate and timely direction and routing of trucks.

II. Essential Functions

1. Creates and maintains Interplant and Customer truck schedules.
2. Determines the transportation requirements necessary to maintain inventory levels.
3. Oversees equipment movements from all plants.
4. Monitors and controls plant compliance with load efficiency, dispatch time and temperature compliance requirements.
5. On a daily basis, maintains communication with carriers concerning driver and route information and changes.
6. Consults with carriers on traffic movement problems, such as freight handling, transfer and in transit storage, route reduction, late departures and late arrivals.
7. Communicate with and provide support and service to our customers on a daily and regular basis.
8. Develops methods and procedures for transportation of internal raw materials and cured meats to processing plants and finished products from distribution to other plants or customer facilities.
9. Point of contact for all transportation needs and concerns. Communicates all schedule changes and concerns to appropriate personnel.
10. Ensures that shipments are within weight guidelines according to truck limitations and DOT regulations.
11. Provides transportation support for all departments and company facilities.

III. Education and/or Experience

College Education (BA) or equivalent (equivalent is two years' experience for each year of college.)
Three plus years related work experience in the Transportation Industry.

IV. Language Skills

Fluent English, Bi-Lingual in Spanish is a plus

V. Abilities

Excellent written and verbal communication skills, strong organizational and conflict resolution skills, and the ability to execute logical decisions quickly. Ability to multitask in dynamic, fast-paced, team

oriented environment. Good computer and keyboarding skills. Proficient with MS Office. Experience working with TMS software. Basic math skills - ability to calculate costs and rates Flexible schedule with the ability to work at least 50 hours per week and the ability to work weekends as required.

