



POSITION SUMMARY STATEMENT

The Transportation Planner is responsible for coordinating major and complex transportation plans in an effort to meet customer needs as well as assist operations with workload balancing. These responsibilities include identifying orders for truckload consolidation and perform consolidation utilizing TMS (Transportation Management System), carrier management (cost, service, capacity, etc), transportation load planning using various tools, ensuring on time coordination, and interfacing daily with customer service and/or Logistics professionals. The Transportation Planner will be knowledgeable of all company operations, warehouse and transportation systems, as well as all process and procedures related to the day-to-day business. They will interface and provide customer service support to Account Managers, Finance, and Customers related to transportation, and logistics services provided by the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily transportation planning of outbound shipments
- Provide customer service support to account teams, internal organizations, and customers as required to address service requests, issues, and questions
- Interface and work with Resource Planning and DC Operations to schedule and plan related activities regarding outbound shipments
- Manage and file freight claims
- Maintain the freight claim files, publish monthly reports, respond and follow up on all inquiries
- Provide assistance to our customers in tracking, tracing, retrieving and obtaining delivery receipts
- Manage shipment expedites, reroutes, returns, and track & trace

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- Bachelor's degree in logistics or transportation planning and/or 1 – 2 years experience in logistics
- Experience in sporting goods industry a plus
- 1 – 3 years of experience in client account management (or similar background in the transportation or logistics industry) preferred
- Knowledge of SAP
- Strong analytical skills
- Ability to effectively multi-task and prioritize duties under pressure
- Excellent written and verbal communication skills
- Good computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint), Lotus Notes and SAP

COMPETENCIES:

- Communication, Customer Service, Detail Oriented, Honesty & Integrity, Negotiation, Organization, Professionalism, Results Oriented, Solution Oriented, Teamwork, Time Management