

Position: Brenny Transportation Office Administrator

Position Summary: The Office Administrator reports to Bobbie Jo & Operations Manager (Bonnie Supan). Office Administrator will maintain all duties assigned below and additional if requested by manager or owners.

Position Duties: *** TOP 5 ***

- Carrier Records – Run profile & safer reports (before invoicing)
- “16” – Assist by keying in loads from Fax/E-mail (before invoicing)
- ***Collections – IMPORTANT!*** Transportation & Specialized (before invoicing)
- Transportation Invoices / Specialized Invoices
- Customer Records – Run Credit Checks

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- Get mail – at the Post Office & mailbox on site
 - Take mail to Post Office
 - Answer phones
 - Send checks to carriers
 - Insurance certificates & other insurance related duties (before checks)
 - Key in trucks, loads and quotes
 - Purge trucks – every Mon/Wed/Fri
 - Check messages – every AM and before 12:30pm when phone are turned back on
 - Assist with sending letters
 - Records/filing/keep incomplete files clean/file fax transmission reports
 - Change tape, do backups
 - Supply inventory & picking up supplies
 - Birthday wishes/fax (office, drivers, customers & carriers)
 - Help with office equipment: fax/phones/computer/postage machine/head seats
 - Make sure we have current copies of all important papers here & deposit box (customer & carrier packets, etc).
 - Assist Todd & Joyce where needed, as well as other team members
 - Time cards (calculate time & put new ones out)
 - Handle A/P calls (status of payment to carrier/remit to companies)
 - Find loads & bill of lading for dispatcher and/or customers
 - Cut paper into scratch notes

Future Duties:

- Claims
 - Go to Bank
 - Balance checking account
 - Payroll – Email Brenny Accounting
 - Personal – Keeping track of vacation/sick days
 - Benefits – setting up new Employees IRA
 - New Employee Setup
 - Printing Checks
 - Advertising
 - Posting Service
- The office admin position requires the ability to lift up to 20lbs for the lifting of file boxes & supplies and etc.
- The office admin must possess a valid drivers license, as errand running will be part of the duties required.