JOB DESCRIPTION

JOB TITLE: Load Planner
LOCATION: Glendale Heights, IL
DEPARTMENT: simplified one source
REPORTS TO (Title Only): Operations Manager, SOS

SUMMARY: Overall accountability for day to day load planning execution of Rail (intermodal, boxcar), Truck (TL, LTL) airfreight, parcel shipments for a specific customer distribution/manufacturing location. Coordinate daily load planning for all modes of transportation truck, rail, air, and parcel operations, reviewing and making recommendations for operation improvements. Work with distribution centers, plant operations, schedulers and Supply Planning to optimize customer service, inventory levels and operational manufacturing efficiencies. Manage carrier selection and timely dispatch of outbound, inbound, interplant customer orders and transfers from specific plant based warehouse and DC. Resolve any dispatch or delivery time issues with warehousing and transportation partners. Coordinate daily load planning and partnering with Customer Service, and Warehousing to ensure on time pick-up and delivery. Coordinate expedited truck deliveries. Ensure all delivered freight is picked up on time and zero no shows at main production facilities, supporting weekend operations. Collaborate with all operation groups to provide performance feedback on transportation and warehouse suppliers. Manage excess of 100-150 operational daily e-mails.

ESSENTIAL DUTIES & RESPONSIBILITIES (list by order of importance)

The qualified candidate must be able to multi task and work under a demanding, fast paced environment. Working among a diverse work force and be able to communicate clearly in writing and verbally. Be able to work across inventory, transportation, and warehouse work streams to constantly improve work flows and on-time pick up and delivery. Able to understand and coordinate truck load planning in a transportation management system (TMS) MercuryGate International. Follow up on loads tendered to ensure on time pick up, and delivery damage free. Coordinate railcar demand planning, able to understand and allocate private fleet by origin demands. Construct rail tracking and performance. Maintain and update rail Access database. Coordinate Warehouse execution plan, along with warehouse scorecarding for destination performance. Inventory Control Analyst (ICA) liaison coordinating Warehouse Replenishment Orders (WRO’s), issue railcar status reports. Weekend support for tracking loads upon management scheduling and requests. Must understand financials of transportation and impact on department P&L to make effective current and future operational decisions.

MINIMUM QUALIFICATIONS:
To perform this position successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required Education, Knowledge, Skills & Abilities: (Indicate if Preferred not Required)

- Minimum Bachelor Degree in Transportation/Logistics Management, and / or 5-7 years operation experience.
- Extensive knowledge and understanding of inventory, transportation operations within multiple industries a plus.
- Knowledge of MS Office to include Excel and Access is necessary.
- Strong organization, problem solving and communication skills as well as team leadership and effective employee relation skills are necessary.
- Proactive, critical thinking and follow up organization skills are necessary.
- The ideal candidate will have the ability to multi task and interact with internal and external customers.
- Able to read and comprehend inventory strategy, truck and rail transportation legal documents, i.e. bill of lading, contracts, tariff pages.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to
successfully perform the essential functions of this job. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to use hands and fingers to
  operate a computer keyboard, mouse and telephone keyboard and talk or hear.
- Requires visual acuity to focus on desktop and/or laptop computer screen.
- Requires standing and sitting for prolonged periods of time, talking and listening.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters
while performing the essential functions of this job. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions.

- Typically work is in an office environment where the noise level is low to moderate.

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environment and a commitment to Diversity. All qualified applicants will receive consideration without
regard to race, color, religion, sex, sexual orientation, age, national origin, non-job related disability or
veteran status.

The above information on this description has been designed to indicate the general nature and level of work
performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive
inventory of all duties, responsibilities and qualifications required of employees assigned to this job.