

Position Title	<b>Account Manager</b>
Date Posted	<b>01/16/2020</b>
Location	<b>Coppell, TX</b>
Dept.	<b>Operations</b>
Job Type	<b>Regular – Full time</b>

**What we offer:**

- A career as fulfilling as you want it to be.
- Energy to personally and professionally develop.
- All the tools and hardware needed to be successful.
- A brand of service unmatched in the Logistics industry with a reputation to match.
- A competitive compensation package
- 401K, Medical, Dental, Vision, Life benefits.
- Whole bunch of other perks too!

*\*Omni is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.*

**Job Description:**

- Customer service
- Entering shipments into our Transportation Management System.
- Scheduling and coordinating shipments being picked up from our Customers.
- Ensuring all customer instructions are entered into the shipment in the system so other departments are aware and ensure they are adhered to.
- Ensuring the necessary milestones have been added to a shipment and the milestones are in the correct order.
- Working with the operations team to determine routing (Line haul carrier & delivery agent) for the shipment to ensure it delivers on time.
- Work with other stations to ensure that the customers needs and instructions are followed when creating the shipment as well as executing the shipment.
- Negotiating rates with vendors and requesting spot quotes.
- Accruing vendor costs in the system and in the instance the invoice doesn't match the accrual, work with the vendor to resolve the variance.
- Invoicing the customer within 5 days of POD

**Knowledge/Skills Required:**

- 5+ years experience in Freight Forwarding Operations
- Experience with trucking companies and airlines to move shipments.
- Medium to advanced Microsoft Office Programs (Excel, Outlook, Word)
- Excellent Customer Service Skills.