

Network Planning Coordinator – Stone Mountain, GA

GENERAL SUMMARY: The Network Planning Coordinator will have extensive knowledge for the Auto Transport industry to successfully standardize a centralized process for managing fleet assets and utilization of equipment to obtain the maximum benefit for the company and the driver. This position must have solid working knowledge of the domain as well as all Auto Transport Equipment.

Principle Duties and Responsibilities:

1. Creates route plans for drivers to reduce operational and mileage inefficiencies.
2. Ensures the best truck is at the right location to produce the least amount of out of route and circuitous miles by accurately measuring and verifying all equipment assignments.
3. Assists the Network Planning Director with managing the assignments of all spare equipment within the fleet and responsible for staging spare equipment at the best location for timely deployment.
4. Acts as the main point of contact between Maintenance and Operations to ensure best response time for timely completion of repairs and redeployment of repaired equipment.
5. Provides daily tracking, prioritization of repairs and detailed reporting of all equipment which is in repair, idled and available status.
6. Receives calls from drivers while timely and accurately providing direction and support necessary for assignment of spare equipment.
7. Interacts with all employees to exchange information, answer questions and resolve problems.
8. Independent Contract Management; including but not limited to the following:
 - i) Maintaining the maintenance files
 - ii) Serving as a point of contact between the Independent Contractor and Brokerage
 - iii) Route Management
9. Follows policies and procedures as defined by the company.
10. Maintains reliable and dependable work attendance.
11. Not exclusive list of duties; responsible for all duties as assigned.

Knowledge, Skills, Abilities and Qualifications Required:

1. Ability to communicate accurately and professionally with others
2. Attention to detail
3. Ability to organize & prioritize projects
4. Must have good working knowledge of Microsoft Office (Word, Excel, Outlook)
5. Demonstrates good reasoning, logic and problem-solving skills
6. Works with accuracy to complete tasks in a timely and efficient manner

7. Be flexible, able to work with little supervision, be a self-starter yet able to work on a team, and take pride in completing assignments achieving a positive outcome for the customer
8. Be of excellent moral character, trustworthy and reliable
9. Have a sense of fairness and consistency
10. Decision-making ability
11. Knowledge and understanding of DOT regulations
12. Knowledge and understanding of OSHA regulations
13. Requires signed Confidentiality Agreement

Education and Experience:

1. High school diploma or equivalent
2. Associates/Bachelor degree in Transportation or Logistics
3. Five or more years in Auto Transport Logistics

Working Conditions:

- Accommodation(s):
 - As appropriate and fiscally reasonable.
- Physical Requirements:
 - Able to hear and speak in ordinary conversations and phone communications
 - Able to sit, stand or walk for up to an eight (8) hour day
- Environmental Conditions:
 - Office Setting – air-conditioned or heated environment