



Job Description

Job Title: Logistics, Insurance & Operations Specialist ~ TACOMA, WA
Department: Operations
Reports To: VP of Operations
FLSA Status: Non-Exempt

SUMMARY

This position is responsible for managing internal and external fleet moves, general office activities and providing administrative support to VP of Operations / Director of Maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for building a database of potential customers and transportation brokers that can load and relocate trailers in the US in a quick and cost effective manner.
- Relocate trailers as required by branch and corporate managers. Trailers will include new purchases from the factory, used purchases, intra branch moves and trailers dropped by customers outside the Mckinney branch network.
- Manage customer insurance claims. This will include working with customers, insurance brokers, claims adjusters, repair shops, and towing companies.
- Create reports to monitor status of various operational areas for both branch and corporate managers:
 - Logistics / Transportation of new and used trailers Mckinney acquires
 - Skybitz (GPS)
 - CDW sales
 - Insurance Claims
 - Insurance Certificate compliance
 - Missing Units
 - And other special projects
- Review, pay and bill back customers for traffic and tolling violations and/or tickets.
- Manage branch customer insurance certificate compliance.
- Provide administrative support for management.

SUPERVISORY RESPONSIBILITIES: None

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

EDUCATION and/or EXPERIENCE

Associate Degree (A.A.) or six months to one year related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

- Strong work ethic and a desire to succeed.
- Excellent communication skills, both oral and written.
- Attention to detail and highly organized.
- Outgoing, self-starter with a team-oriented approach to success.
- Proficiency in Word, Excel and Outlook is a must.
- Must be able to pass a pre-employment background check and drug test

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write reports and business correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

If interested please contact:

Rich Swenson

VP Operations

253-414-1341

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