

**JORDAN MANUFACTURING COMPANY, INC.**  
**JOB DESCRIPTION**

**Job Title:** Transportation Planner

**Reports To:** Warehouse and Logistics Manager

**Summary of duties and responsibilities:** Jordan Manufacturing is seeking a reliable Transportation Planner who coordinates all transportation activity in the company's multi-location warehouses. The Transportation Planner's primary responsibilities will include scheduling the intercompany transfers, inbound receipts, customer routings, and ensuring on time shipments to Jordan's customers. The planner will drive improvements to the current processes and document/train the appropriate cross functional team members to ensure the improvements are sustained. The planner will uphold and practice safe work habits to ensure the transportation operation is as safe and efficient as possible.

**Primary duties and responsibilities:**

1. Planner ensures optimal customer service while maintaining cost efficiency across the broad supply chain network.
2. Communicates and collaborates with internal and external partners involved in the logistics fulfillment process to ensure timely delivery of goods via sound carrier selection and scheduling strategies.
3. Forges relationships with service providers to drive results. Owns carrier touch base meetings to discuss current performance & improvement opportunities.
4. Maintains cross-functional partnership with Customer Service, Procurement, Manufacturing, & Distribution teams to ensure timely order management & fulfillment.
5. Work with finance, sales, procurement, and manufacturing team to determine best vendors.
6. Role includes the discretion to make daily transportation financial decisions aligned with functional and Corporate goals & initiatives.
7. Accountable for load planning, optimization, routing and scheduling all modes of transportation (TL, IM, LTL, Parcel).
8. Validates and contests accessorial charges from carriers incurred during shipment execution.
9. Executes daily track & trace on all open shipments & preemptively resolves issues.
10. Responsible for all transportation service metrics (Tender acceptance, On-time pickup, on-time delivery, routing guide compliance, DC Errors.)
11. Identifies and influences opportunities to drive cost reduction.
12. Participates in projects geared towards improving operational efficiencies.
13. Ensure company complies with laws, regulations, and DOT requirements.
14. Performs other duties as required.

**Education/ Training/ Experience:**

1. 3+ years in a Transportation/Distribution environment.
2. High school education required.
3. College degree preferred.

**Skills:**

1. Critical thinking and problem-solving skills.
2. Systems Experience (ERP, TMS, WMS).
3. Skilled user of Microsoft Office suite.
4. Team player.
5. Change agent-willing to challenge the status quo.
6. Strong verbal and written communications and interpersonal skills.
7. Detail oriented.
8. Solid time management & able to multitask.
9. Strategic planner.

**Physical environment/ Working conditions:** The position is in the factory and could involve sitting, standing, walking, and lifting for long period of time throughout the day.

**Other:** Must be team and goal oriented