



Position Description

Position Title: Freight Administrator
Work Location: Washougal, WA

Job Specific Information

I. Summary

Allocate appropriate internal and external resources, to achieve timely and accurate delivery of product to the customer in the most efficient and safe manner. Knowledge of commercial vehicle operational requirements as related to inter and intrastate commerce.

II. Duties and Responsibilities

This position is responsible for freight management processes including coordinating and dispatching lumber loads, supporting inventory control transactions, end-of-month closeouts and identifying inventory deficiencies.

- Dispatch loads to specific Lowe's stores, out of State Markets and Distribution Centers
- Determine the trucks and driver's route based on the product to deliver, the size of the orders, whether they are day or night deliveries, the number and location of destinations, and the receiving hours
- Coordinate Special Orders for timely delivery
- Coordinate deliveries and pick-ups with MFP, HRC & AWW Sales Staff
- Identify and coordinate/dispatch lumber loads to and from MFP, HRC, CDC, UKSM, AWW (intra and interstate deliveries as they pertain to hours of service regulations), with sales staff as appropriate
- Maintain new hauler process for AWW. Obtains all legally and company required documents, enter data as appropriate and maintain current files for each outside hauler uniformly
- Maintain hauler correspondence and relations as needed. Delivery requirements, correspondence both verbal and written; update and keep current all rate sheets for internal & external trucks, quote freight rates, put mailings together, research any issues, provide feedback to Site Manager as appropriate
- Complete and provide regular Management reports including weekly Dashboard and monthly Average
- Maintenance of Biannual Terminal Inspection (BIT) program with working knowledge in; Department of Transportation (DOT) regulations, hours of service and drivers' log requirements
- Maintain phone lists and receiving times available for Lowe's and outside haulers
- Assist the Site Manager with Administrative tasks
- Fuel & mileage reporting, auditing & entering freight, as needed
- Cross-trained to ship orders as needed
- Oversee Safety Program for company drivers

III. Qualifications/Requirements

- High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience
- Ability to calculate figures and amounts such as rates, discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Knowledge of , Lumbertrack or other lumber industry software or able to learn accordingly as well as Microsoft Office Suite including; Access, Internet, Spreadsheet and Word Processing software

IV. Application Process

- Email a resume to Recruiter@allweatherwood.com or
- Send by fax to (707) 485-6873 or
- Call HR Recruiting at (707) 620-2940 for more information

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