



Carrier Processor/Administrator

Location: Folsom CA

Summary/Objective

The primary role of the Transport Carrier Administrator will be to ensure all required documentation is submitted and approved in a timely manner after delivery. This essential function will work closely with Dispatch, Client Relations and Accounting to meet the needs and expectations of the client while contributing to company goals and objectives.

Essential Functions

- Locate carriers and manage adherence to timelines related to the submission of required documentation critical to meeting the needs of the carrier, client and the business.
- Collect, review and approve all required documentation submitted by approved/authorized carriers at or immediately following delivery.
- Communicate all issues that impact delivery results, both positive and negative, in a timely manner.
- Supporting staff by completing administrative duties associated with departments throughout the organization as deemed appropriate by management.
- Ensuring timely and appropriate client (internal and external) communication.
- Answering phones and providing customer service.

Competencies

- Must possess a professional phone demeanor
- Excellent verbal and written communication
- Detail oriented, efficient and accurate
- Type a minimum of 40 WPM is not required but strongly desired in the ideal candidate
- Demonstrate the ability to follow basic procedures
- Strong customer service skills
- Effective organizational and communication skills
- An ability to function well as part of a team
- Excellent time-management skills
- Ability to multi-task and work under pressure

Location Services is the nation's only vertically integrated provider of end-to-end recovery, skip tracing, LPR, locksmith and transportation services within the automotive industry. We deliver more than just our services. Our strong drive for building relationships with our client and vendor partners is evident in our business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.



Location Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities

Applicants must be legally authorized to work in the United States