

Pricing and Rate Quotation Assistant - Glen Burnie, Maryland

Summary:

Assist in acquiring and negotiating rates with ocean carriers, airlines, truckers/truck brokers for bids and quotations for new customers, current customers, overseas agents and internal employees.

Responsibilities:

- Communications with Ocean Carriers, Airlines, Truckers/Truck Brokers, etc.
- Preparation of accurate rate quotations to meet required deadlines or commitments.
- Data input of carrier contracts in John S. Connor's contract management program.
- Trucking company compliance control as sub-contractor to John S. Connor.

Minimum Qualifications:

- Experience with contract management system is a plus.
- Import/Export transportation is a plus.
- Communication and customer service skills.
- Microsoft Office: Word and Excel
- Strong math skills
- High School Diploma or equivalent.