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# Example of Freight Associate Job Description

Our innovative and growing company is looking for a freight associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for freight associate

* Reviews and analyzes data
* Maintains effective communication with national transportation coordinators to ensure timely payment and issue resolution
* Identifies opportunities for cost, quality, and vendor improvement and presents findings to management
* Compiles and executes against reports such as the PO PEND, Load Accrual and Lost Sales, and compiles information to share with logistics, purchasing, operations, carriers and vendors as necessary
* Actively resolves issues or concerns that pertain to work related and assigned tasks
* Verifies and enter/update information into various systems in an efficient and accurate manner
* Follows up with internal and external sources on requests and status checks
* Prepares a variety of documents, reports, and records including carrier scorecards, invoice/bills, vendor profile, transit time, master scheduling scorecards and analytics preparation data
* Obtains and conveys information such as carrier on-time metrics and open PO specifics
* Execute Third Party (3P) Stock transactions in a timely manner and in compliance with GCS procedures to ensure transaction accuracy and invoice generation for 3P shipping procedures

## Qualifications for freight associate

* Computer skills and math skills
* Must possess valid lift certification
* Experience working with Invoices Not Received, Open Transfers, OS & D Claims, Surplus Item Resolution, Warehouse Item Maintenance, Warehouse Locator Maintenance, Safety Stock Reviews, Min/Max Reviews, Forecast Reviews, and Reconciling Cars Held for Parts
* Follow up on invoices (including calling vendors) and update status of open items
* Review and resolve invoices prior to becoming past due
* Assist with month-end cutoff and accounting for accruals