



JOB DESCRIPTION

Position:	Pricing Analyst International Freight Forwarding
Department:	Freight – Willson Logistics
Reports to:	VP, Logistics
Approved By:	VP, Human Resources
Date:	July 2020

Company Core Values

Every Willson employee is expected to exemplify the following core values and behaviors. The extent to which each employee succeeds in incorporating these values and behaviors into their position will form a significant portion of each performance review.

CONSTANT IMPROVEMENT

At Willson, we value and are committed to actions that contribute to progress. We will strive to always improve ourselves and our organization by challenging conventional thinking and the status quo, but supporting it with disciplined insights and knowledge. We will always move ahead by proactively seeking out new perspectives or thinking and by pursuing solutions that deliver improved results.

- a) **Initiative** – One who is a self starter; takes action to achieve goals beyond what is required.
- b) **Innovation** – The ability to challenge established ways of doing things by coming up with resourceful ideas and solutions; ability to push for continuous improvement in all ways of doing business.
- c) **Quality Improvement** - Is dedicated to providing the highest quality service which meet the needs and requirements of internal and external customers; open to suggestions and experimentation; embraces a learning environment leading to the most efficient and effective work processes.
- d) **Action and Results Oriented** - Is action oriented and full of energy for the things that he/she sees as challenging; not fearful of acting, seizes opportunities when they arise. The ability to achieve results by following through on tasks and or projects.
- e) **Knowledge Sharing** - Willingness to learn and teach.

EXCEPTIONAL SENSE OF URGENCY AND PURPOSE

At Willson, we value and embrace doing whatever it takes to meet or exceed customer expectations. We understand that our business is nothing without our customers and we are always looking for new ways to add value in relationships. As our business is always changing and customer demands constantly growing, we anticipate the “what ifs” to better predict and therefore manage expectations.

- a) **Accountable** - Ability to make decisions, bring closure to ideas and tasks and is accountable for the successful completion of a task. Is able to set realistic deadlines and follow through on them.
- b) **Adaptability** - Can work in a variety of areas and ambiguous circumstances. Demonstrates flexibility when contradictions arise. Can maintain an effective performance level under pressure and tight deadlines.
- c) **Decision Quality** –Makes good and timely decisions based upon analysis, wisdom, experience and personal judgment. Uses his/her time effectively and efficiently; sets appropriate work priorities.
- d) **Responsiveness** – The ability to respond in a timely manner to all internal and or external customer inquiries.

COURAGE – At Willson, we value and recognize acts of courage that constantly challenges oneself and others to progress. It is not about the heroic acts and measures; rather courage is demonstrated in a

willingness to try new things and be different. We are committed to stepping beyond our individual comfort zones, sometimes persevering when others surrender.

- a) **Straight talk / Fearless** - Provides current, direct, positive and corrective feedback to others; doesn't hold back anything that needs to be said; faces up to issues quickly and directly; not afraid to try new things.
- b) **Productive Conflict** - Steps up to conflicts, sees them as opportunities for improvement; can find common ground and get cooperation.
- c) **Change** - Open to change; analyzes both successes and failures; experiments and will try anything to find solutions; accepts the challenge of unfamiliar tasks.

Nature & Scope of Position

The Pricing Analyst assists and backups the sales and operations groups with rate requests and rate agreements.

Principal Accountabilities and or Duties

- Prepare reports to determine Transportation Cost Analysis based on and International carrier rates and operating cost, etc.
- Assist sales team with service bids for specific customers in order to secure cargo.
- Interacts with agents and carriers.
- Keeps abreast of carrier changes and reports same to specific internal distribution.
- Performs general office functions such as sending faxes/emails, making copies and delivering messages
- All other duties assigned

Knowledge and Educational Requirements

- University degree or college diploma preferred
- Minimum two (2) years International freight forwarding experience specifically with pricing, carrier relations and freight quotations or operations
- Working knowledge of MS Office Suite of products (specifically excel)
- Strong communication skills – verbal and written is required
- Ability to work independently or in a team environment.
- Ability to work from home (if necessary)
- Problem solving, accuracy, attention to detail and analytical ability is required

Decision Making Responsibilities

Work is semi-routine, often non-routine, and follows only generally established procedures.

- Work is quite varied and requires independent judgment to make decisions from numerous alternatives under general guidance covered by broad objectives and policies.
- Analysis and solution of non-routine problems of a complex nature based on factual data.
- Decision-making usually covered by precedent; however, employee makes decisions on exceptions, when required.
- Requires some original and independent thinking in developing improved methods, procedures or techniques to adjust or improve operations.

Management Responsibilities

N/A

Contacts – Internal and External

Frequent contact with others within the organization to discuss or present information of a routine and non-controversial nature. There may be outside contacts, but these are limited to exchanging factual data.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Minimal	Moderate	Considerable
Physical Effort	X		
Physical Environment	X		
Sensory Attention		X	
Mental Stress		X	