

Company Overview

Virginia Transport, LLC is a Small Business Administration certified HUBZone freight and fuel broker working as a prime contractor to the U.S. Government Department of Defense, Department of Homeland Security, Department of Energy, and more. We also provide subcontractor support to prime contractors such as Raytheon Technologies, Northrop Grumman, and General Dynamics, across industries. We are responsible for the integration of all logistics support functions including planning, risk, rigging, transportation, warehousing, crating, and more.

Position Overview

The Carrier Representative will connect our clients with our nationwide network of carriers. You will work with trucking company owners, dispatchers, and drivers (collectively known as carriers) to coordinate customer shipments. This role combines inside sales, account management, supply chain planning, and operational activities to meet the logistics needs of our customers.

Main Tasks, Duties, & Responsibilities

- Develop new and grow existing carrier relationships through lead generation, calling prospective trucking companies, and referrals
- Build strong relationships with trucking company key contacts (i.e., owner operators, dispatchers, and drivers)
- Master and leverage our transportation management system and other industry tools to book and schedule loads
- Communicate internally and externally, especially by responding to information requests, checking load status, and solving problems to achieve customer satisfaction and minimize service failures
- Maintain constant email and phone contact with carriers (average 75-100 touch points per day) to secure additional truck capacity and manage existing business agreements
- Provide exceptional customer service to our carriers
- Ensure shipment details are accurately communicated to relevant stakeholders and tracked in the transportation management system
- Support dispatch and operations team with additional tasks as needed

Requirements

- High school diploma or GED equivalent
- Proficient in Microsoft Office, including Outlook and Excel
- Excellent verbal and written communication skills
- Strong attention to detail as well as prioritization and multi-tasking skills
- Positive and flexible in an ever-changing environment with shifting priorities
- Tech savvy, with the ability to adopt new technologies as needed
- Available to work nights/weekends/holidays as needed

- Prior experience in transportation, logistics, supply chain, storage, or a related field a plus
- Additional language (e.g., Spanish) a plus

Compensation & Benefits

- Base salary \$45,000 – \$55,000
- Opportunity to participate in discretionary bonuses and uncapped commission based on performance
- Gallery-style office with dedicated workspace
- Casual dress and atmosphere
- Laptop and other necessary technology provided
- Medical plan, including dental and vision, costs covered up to \$500/month
- 401(k) plan
- Prescription drug coverage
- Personal sick leave benefits and vacation time

How To Apply

Please send an updated resume in Word or PDF format via email to the hiring manager at katarina.merlini@virginiatrtransport.net. Please include the title of the role you are applying for in the subject line of the email.

COVID-19 Policy

Currently, Virginia Transport does not offer remote or hybrid work options. Work is performed onsite, five days a week. Prospective employees must have received the completed COVID-19 vaccination by date of hire to be considered. Proof of vaccination required. Legally recognized exemptions regarding vaccination status will be considered.

EEO

Virginia Transport is an Equal Opportunity employer committed to a diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.