

Job Specification



## **Nature of Work**

Remote/online Position

### **Steps to Broker A Load From Point A to Point B**

1. Broker Agents will need to contacts shipper
2. Broker Agents will provide shipper freight quotes and negotiation of the price
3. Shipper tenders load to broker
4. Documents need to be sent to the Broker Lead to approve credit on Shipper (if first time shipper with us)
5. Broker post load to load board (DAT or Truckstop load board)
6. Broker finds carrier to haul load

### **Steps and Procedures**

1. Get in contact with shipper and set up and create a shipper rate for the load that they will provide us.
2. After generating the shipper rate with the amount of money that the shipper agrees with to move that load. You must send the shipper rate to the shipper so they can sign the paperwork and send it back to us. Upon them sending us back the shipper rate signed it is important that they send also a document called (TENDER) this document gives us the authority to move that load. And these two documents are mandatory and needed to move on.
3. After you get the documents back save them in a folder labeled with the company date and the shipper rate and Tender. Very important that this paperwork is documented and saved in a separate folder
4. Log in the truck stop load board and post the load with the description of what the load is and how much it weighs and how much are we willing to pay for the load.

5. After posting the load on the load board start calling carriers with the right type of truck because for certain shippers there are different types of trucks, they will be needing to haul the load (reefer-Dry Van and Flatbed) so make sure when you call the carriers, they have the right equipment to haul the load. Depending on what the load is.
6. Once you find a carrier you must do a background check on the carrier to make sure he/she has insurance

Step by step how to manage documents as a Freight Broker Agent:

<https://www.youtube.com/watch?v=766eFqaasVE>

#### **Required software**

Wish platforms, tools, or systems will be used to manage the workflow?

Training will be provided?

Who will supervise and assign tasks? **Luis Ramos, Kamil Raza, Maria Zafar**

**You can look for more information in our website:**

<https://www.hummingtransport.com/>

- Training will be provided upon after hiring process.
- **The tools that we will be using are:**
- DAT load board (Quote loads, distance, driver tracking,
- Ascendent TMS (Transportation Management System) Shipper Data Base
- Slack Workspace (Communication Channel)
- Resilio Sync
- 3CX Business (Communication Phone and extension number)
- Freight Genie Customer Leads