

INTERNATIONAL MOVE MGMT COORDINATOR

Primary Objective(s):

To have oversight of all Commercial and US Govt international household goods and personal effects shipments Pricing Development. This includes development of a Network of suppliers for origin/destination services, ocean and air, trucking, customs and other related services at or below competitors in order to capture market share. Additionally, a key responsibility is to develop and maintain relationships with key clients including US Civilian Govt agencies such as DOS/ELSO based in Europe. Responsibilities will also include generating opportunities for reciprocal business opportunities with FIDI, IAM, BAR and other network partners in Europe. As the situation warrants responsibilities will be extended to include move mgt on shipments originating out of and within Europe.

Primary Responsibilities:

The primary responsibilities include but are not limited to the following:

- 1) Identifying, qualifying and negotiate with network partners for origin and destination services
- 2) Identify, qualify and negotiate with ocean, NVO and air carriers to develop rates consistent with the required services of individual commercial and US Govt shipments.
- 3) Building a data base of rates in order to respond timely to commercial and Government tenders.
- 4) To solicit reciprocal tonnage from the network partners.
- 5) Build and maintain relationships with key commercial clients and US Govt agencies based in Europe.
- 6) To provide move coordination as defined below:
 - ✓ Receive all new orders for service/Initiations from corporate clients
 - ✓ Set up new files in the GMPS/Oler Move Mgt system
 - ✓ Arrange surveys as required and monitor OA activity and communications
 - ✓ Secure all supply chain rates based upon the services required
 - ✓ Prepare quotes based upon service requirements
 - ✓ Prepare and quote all inquiries from agents (domestic/Int'l), COD, Unigroup as required
 - ✓ Trace quotes to ensure booking ratios are maintained

- ✓ Provide Move Mgt services for all International shipments initiated to GMPS/Oler which include:
 - Arranging initiation calls with assignee/shippers
 - Scheduling surveys with OA
 - Secure order for service
 - Scheduling of Pack dates
 - Arranging transportation services with related truck, air and ocean carriers
 - Collection and distribution of documentation to all parties including designated destination service provider
 - Track and trace every aspect of the shipments and notify required parties as needed
 - Maintain communication status updates with assignee/shipper
 - Maintain communication with destination agents for arrival information, customs clearance and delivery updates
 - Follow up with assignee/shipper 3 days after completion of delivery for status, claims assistance as required, customer satisfaction survey details
 - Audit and approve vendor invoices and resolve quote/invoicing discrepancies and submit documentation and invoicing to accounting for invoicing purposes

- ✓ Provide reports to management as required
- ✓ Work with and mentor other Oler/GMPS team members on international services
- ✓ Participate in client presentations
- ✓ Other tasks as may be assigned