



JARRETT LOGISTICS SYSTEMS, LTD.
JOB DESCRIPTION AND SPECIFICATION

Job Title: Information Technology (IT) Coordinator

Department or Area: Routing Center

Education and Experience Required: Bachelor's Degree; 2-5 years

Summary Statement: Provide system support for transportation management applications; liaison between operations and developers; IT project management for customer implementations.

Tasks Performed

- Provide system support to operations for the transportation management applications
- Manage relationship with software development partner
- Manage, prioritize and cost justify requests for enhancements to transportation management software
- Act as a liaison between operations and software development partner
- Execute IT project management milestones for customer implementations
- Present in Powerpoint the IT functionality and strategy to potential customers
- Define customer IT requirements and configuration of system
- Recommend action plans that ensure that all resources are focused on appropriate priorities to maximize positive impact
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Knowledge (K) Required

- K of transportation/logistics industry
- K of transportation management software applications
- K of customer, customer product, and distribution of product
- K of carrier tariffs, discounts, and authorities
- K of commodities as stated in NMFC guide
- K of carrier distribution system
- K of company policies and procedures
- K of accounting processes

Ability (A) Required

- A to provide system support to operations
- A to understand business requirements and translate clearly to IT programmers
- A to comfortably present IT capabilities and strategy to potential customers
- A to convey professionalism, enthusiasm, flexibility, and integrity
- A to influence others and build relationships
- A to exercise excellent written and mathematical skills
- A to exercise independent judgment
- A to demonstrate effective decision making skills
- A to demonstrate leadership skills
- A to establish good organizational skills
- A to exhibit effective problem solving skills
- A to work well under pressure
- A to communicate effectively