

Job Description

**Job Title:** Pricing Analyst

**Department:** Pricing Department

**Supervisor:** EC VP of Sales & Marketing

**Summary**

Primarily responsible for being the main point of contact to deal with all requests and disputes related to any service contracts with the carriers.

**Company Overview** Established in 1981, OEC Group is one of the leading NVOCC freight forwarding companies. With headquarters located in Taipei, Taiwan, as well as regional headquarters in New York and branches throughout Asia, North America and Europe; OEC Group enjoys a strong position in a rapidly growing market.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Daily communication with the carriers regarding contract term maintenance, rate negotiation, space protection and any type of equipment dispute in general.

Update the internal system of new/updated rates.

Collaborate with the Sales Representatives for RFQ.

Assist in resolving any billing, chassis, equipment disputes that arise from the Operations Department or Overseas offices.

Review shipment history and research the customer's needs before signing any new contracts.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue ; conserves organizational resources.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Required to have a mathematics, economics, and business related educational background.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Freightstream Database software and Word Processing software.

**Physical Demands** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 The noise level in the work environment is usually moderate.

**Benefits** After completing a standard 90 day probationary period the employee is granted a full benefits package. This includes:Full Health Insurance Premium (Medical and Dental)Life and AD&D Insurance CoverageVacation/Personal/Floating DaysAnnual performance review and opportunity for salary adjustment.Annual bonus determined by overall performanceAfter 1 full year of employment; 401K plan

**OEC Group is an Equal Opportunity Employer.**

**HOW TO APPLY**

Submit resume to Ms. Stephanie Gifford at sgifford@sunymaritime.edu by **Monday, November 10th**