



Job Description

Job title	Logistics Account Executive
Reports to	Director of Operations

Job purpose

The Logistics Account Executive (LAE) is responsible for managing the loads of their customer from quoting to delivery. Accounts are earned thru lead generation, cold-calling and closing the business of the prospect. Accounts closed by cold-calling generated leads will yield a 25% commission vs base salary, and gifted accounts will earn 20% commission vs base salary.

While the LAE role comes with huge earning potential, it also comes with the responsibility of being a “business owner” under the Patriot Freight Group Umbrella. That ownership will require work outside of traditional office hours to ensure loads are picked up, transported and delivered on time, and may require you to be available during inconvenient times. While we are a team, and here to help, the responsibility is solely on the LAE to ensure his/her book of business remains profitable and active.

Duties and responsibilities

- An LAE is responsible for building and maintaining a successful book of business. A “successful book” is defined as a book of business that exceeds a \$7,000 per week profit over a 12-week average. The responsibilities of a LAE will be as follows:
 - Lead Generation and Qualifying Leads
 - Cold-Calling generated leads
 - Quoting lanes and negotiating rates with customers to close business
 - Negotiating rates with carriers
 - Booking carriers and assigning to loads
 - Scheduling and dispatch
 - Daily Check Calls
 - Uploading proof of deliveries via Patriot procedures
 - Managing Accounts Receivables (AR) of personal business
 - Effort Benchmarks to be set by management
- An LAE will be eligible for free, rotating, help at a 5k average and permanent “paid” help at the 10K/12wk average mark. *LC bonus will be deducted from percentage*

Qualifications

- High School Diploma or Equivalent. College degree preferred.
- Minimum 1-year experience in logistics related field.



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Working conditions

Hours of operations will be determined by book of business. Hours will be from 7:45-17:15 M-F and management of business 24/7/365 with occasional weekend shifts until 1 year of service. Once a 12-week average of \$10k is reached, work-from-home will be permitted on a pre-scheduled basis.

Salary of \$40,000- \$45,000 per year or commission (whichever is greater)

25% for earned accounts

20% for gifted accounts

Approved by:	<i>Kevin Williams</i>
Date approved:	<i>8/5/2022</i>
Reviewed:	<i>8/5/2022</i>