



## **Transportation Billing Analyst**

### **OVERVIEW:**

At BridgeNet Solutions, we offer our employees the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve our clients in a manner that exceeds their expectations. We are looking for talented, hard-working individuals to join our team.

### **POSITION SUMMARY:**

The Transportation Billing Analyst is responsible for analyzing transportation invoicing data to identify overbilling and procure refunds for such overbilling on behalf of our clients.

### **POSITION RESPONSIBILITIES:**

Analyze transportation invoices for both parcel and freight carriers. Identify billing errors, both in cost and service, based on carrier service guides and our clients' individual carrier agreements. Work directly with carriers to resolve billing errors and obtain refunds. Accurately report savings results to both management and clients. Identify trends and efficiencies to maximize client savings. Monitor weekly volume and spend by client to identify data discrepancies. Create scheduled and ad hoc reports as directed.

### **SKILLS & COMPETENCIES:**

Education: Bachelor's degree strongly preferred; however, consideration will be given to candidates/associates with equivalent experience. Experience within a Logistics and/or Transportation setting and familiarity with parcel and/or freight invoicing is highly desirable. Specific Training: Prior training in MS Office with intermediate to advanced Excel skills required. Problem Solving: Strong analytical and attention to detail skills required. Communications: Excels in both verbal and written communication. Adaptive communication style based on audience.

### **ADDITIONAL INFORMATION:**

Applicants must be currently authorized to work in the United States.

*BridgeNet is an equal opportunity employer. We celebrate diversity and will not discriminate against any employee or applicant on the basis race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, sexual preference, mental or physical disability, or any other non-merit factor.*