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United Van Lines (Canada) Ltd. is a privately held company owned by Canadians. Together, United and its team of Member moving companies provide a seamless network to move you anywhere in Canada, the U.S., or around the globe. Due to our continued commitment of providing quality service we have recently created a new opportunity within our company:

### **TARIFFS PRICING SPECIALIST**

#### **Summary of position:**

The Tariffs, Contracts & Pricing Specialist is responsible for the creation, programming, testing and troubleshooting of the Canadian corporate, government and civilian tariffs. This person is also the point of contact for head office and the Member Community in regards to any tariff, contract or pricing inquiries.

#### **Job Responsibilities:**

- Creation of corporate, government and civilian tariffs, related both to Invoicing and Registration / Revenue Distribution.
- Programming / testing / troubleshooting of Canadian corporate, government and civilian tariffs into AS400, Member Software package and web based tariff management page.
- Act as the point of contact for head office and the Member Community handling incoming requests via telephone and email.
- Manage corporate account database to maintain accurate billing information, and pricing and operations requirements on a per account basis.
- Assist front office with pricing strategies for corporate business proposals (RFPs).
- Assist Member Community with pricing and estimating issues for Canadian and US moves.
- Analyse and authorize any pre-registration discount valuation requests.
- Research and publish weekly and monthly fuel surcharges van line wide for household goods (civilian and government, US and Canadian) and for special commodities.
- Provide back-up pricing / estimating assistance to the US Access Coordinator.
- Provide emergency back-up assistance for switchboard relief team.
- Presentation of tariff and pricing information and strategies to the Member Community
- Secretary of Pricing Task Force
- Gathering and preparation of statistics on a monthly and ad hoc basis
- Other duties as assigned

#### **Minimum Qualifications and Skills:**

- Post secondary education in business or transportation or equivalent work experience within the transportation industry.
- Proven analytical and troubleshooting skills.
- Excellent communication abilities in print, visual, and interpersonal.
- Aptitude with Canadian and US geography.
- Ability to manage timelines effectively and work with interdepartmental teams.
- Intermediate to advanced MS Excel skills. MS Word, Outlook, Internet Explorer.
- Ability to understand and master proprietary and 3<sup>rd</sup> party pricing software for both US and Canadian systems.

We thank all applicants for their application, however, only those candidates selected for an interview will be contacted. If interested in pursuing this opportunity, please send your resume and cover letter, including salary expectations to [careers@uvl.ca](mailto:careers@uvl.ca) or fax to (866)839-1623.