

SOUTHERN RAILWAY OF BRITISH COLUMBIA



Job Description



Job Title	Business Development Representative	Job Group: 09
Work Location:	Head Office, New Westminster	
Division/Department:	Business Development	
Reports to:	Director, Business Development	
Status:	Full-time	Affiliation: Non-exempt

Duties & Responsibilities:

- Support Manager, Business Development in maintaining contact with customers, railroads and transportation organizations to cultivate and retain mutual business interests.
- Maintain contact with business firms who are, or may be involved in the shipping or receiving of freight through B.C.
- Analyze customers' freight requirements and growth potential to recommend improvements to rail service and installations, changes to routes and rates in order that rail traffic may be developed or retained to the benefit of SRY.
- Provide service to SRY rail customers including tracing/expediting rail car movements, resolving service and claims complaints, providing information regarding items such as car supply, rates, routes, customs procedures, loading and unloading methods.
- Maintain contact with other railroad representatives, transportation organizations, trucking firms, shipping lines to ensure inclusion of SRY in the routings of other carriers; keep informed of competitive services, transportation equipment, marketing, and distribution methods.
- Review statistics of freight shipped and received in each assigned territory and prepare carload revenue forecasts.
- Maintain records of business received and all activities undertaken and prepare related reports and statistics.
- Analyze freight traffic records and transportation information such as statistics, tariffs, and contracts in order to detect traffic losses, verify the receipt of new business and to identify potential new business for SRY.
- Maintain Overcharge Claims and Loss and Damage Claims in accordance with the Railway Accounting Rules.
- Maintain compliance with all company policies and procedures.
- Perform other related duties as assigned by supervisor.

Education and/or Work Experience Requirements:

- High school diploma or GED required.
- Canadian Institute of Traffic and Transportation certificate
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SRY HR Approval:

MoveUp Approval:		Approval date:
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