

RPM is a solid, quality and fast growing diversified transportation company with 9 locations and looking to expand. We have provided customers with quality service for over 30 years and continue to do so today. **Do you have experience recruiting Drivers?** We are currently seeking a **Driver Recruiter/ Independent Contractor Services Coordinator** for our **Harbor Services, Truckload, and LTL divisions** located in Hayward. The main function of this position is to recruit and maintain a pipeline of qualified Drivers. Starting pay is \$16-18.00 per hour depending on proven experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruitment

Recruit and maintaining a pipeline of recruits in the following channels:

- Independent Contractors (ICs) with their own Class 6, 7, and/or 8 vehicles.
- Employee drivers to drive RPM owned vehicles.
- Any other recruitment needs of other RPM CSI divisions.

To support these efforts, the ICSC must understand and be able to explain the economics of contracting with RPM, including start-up resources needed, weekly, monthly, quarterly and annual costs and deductions, and on-going cash flow management issues that are essential to the ICs success. The ICSC needs to be able to clearly explain the advantages of contracting with RPM.

Reporting

Report daily status of all vehicles in and out of service. Include any trucks not being driven for various reasons and the location and status of each truck on a daily report.

Report all mechanical issues or damages resulting from an accident to the Fleet Maintenance or Facilities Manager. Coordinate the movement of the equipment to the Corporate yard, dealership or wherever Fleet maintenance deems appropriate.

IC Services

Review and analyze weekly settlements, identifying the key issues, which affect the net payout per IC. Work with the drivers and company personnel to equalize the workload and earnings as much as possible. Communicate daily with ICs and dispatchers to maximize the earnings potential of the ICs.

Coordinate scheduled truck and driver inspections for maintenance or warranty. Make sure drivers appear on time and meet the guidelines set forth by the Facilities Manager.

Administration

Enter all driver manifests daily into the JJ Keller system before being sent to Safety

in the Corporate office. Data must be current and manifests sent timely (24 hours) to ensure that drivers are paid the correct amounts in a timely manner. Violations will be returned by Safety and each driver must be confronted or addressed to correct the manifest or logs to conform to regulatory or RPM rules. The goal is to reduce or eliminate the violations through the communications with the drivers.

Other duties, which are needed by the General Manager, Dispatch Supervisor, Safety, or Corporate office.

EDUCATION AND EXPERIENCE

- One to two years of verifiable experience in a like position;
- Must have experience in the Harbor
- High school diploma or general education degree (GED);
- Effectively communicates in both written and oral formats to all levels of staff;
- The ability to speak Spanish is a plus;
- Must be computer literate using MS Word, Excel and Outlook;
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations;

The company offers a competitive benefits package, which includes, Medical, Dental, Vision, Prescription Drugs, Life Insurance, 401(k), Holiday pay, Vacation pay, Sick leave pay and other Incentive programs.

RPM Consolidated Services, Inc. is an equal opportunity employer who requires a drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume, salary history and requirements to Jobs@rpmcsi.com.

Note: Submittal of your resume does not constitute an application of employment