



Dupre' Logistics is currently seeking a **Pricing and Capacity Support Intern** for our office in Lafayette, LA to support our Strategic Capacity Services business unit.

### **Key duties**

- Create billing information, contract data, accessorials, fuel tables, etc. in various computer systems
- Enter and keep track of billing preferences for customers or carriers
- Analyzes problem situations, identifies root cause, engages in solution
- Updating carrier database with required data
- Compile Excel spreadsheets and analyze data
- Assist in answering incoming calls and route accordingly
- Acquire documents or information from carriers
- Other duties as requested by management

**This position will average 15-25 hours/week based on business needs.**

### **Job Qualifications**

- Pursuit of a Bachelor's degree in Business, Accounting, or Financial Analysis is preferred
- 1-2 years of related business experience is preferred, prior transportation experience is a plus
- Ability to use Microsoft Word and Excel (intermediate level) is preferred
- Experience with Mercury Gate and iSeries is preferred.
- Able to handle multiple tasks, communicate effectively, and work with little supervision
- Must be detail oriented and self-motivated
- High customer service skills and telephone etiquette are a must

Dupre' Logistics is a fast growth transportation & logistics provider that is adding to our organization in order to meet and exceed these goals:

- provide safe service that's profitable
- continue to profitably grow our business
- be the employer of choice
- be a career destination rather than a stepping stone on your career path

**We have an excellent compensation package: competitive wages, training, and opportunities for advancement.**

**Dupré Logistics, LLC**

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