

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Traffic Clerk

CODE NO.: 34171

GRADE: 007

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform clerical duties of a specialized nature relating to the movement of corporate material and equipment and other duties and responsibilities of the supply chain management function as directed.

ASSIGNED DUTIES:

1. Perform clerical duties necessary to ship and receive material and equipment in accordance with corporate policies, procedures, and governmental regulations.
1. Verify and audit invoices that contain freight charges for adherence to purchase order terms and conditions. Resolve invoice issues with Buyers or supplier personnel.
2. Review supplier payment problems and facilitate resolution involving Accounts Payable, Buyer(s), Engineer(s), Field Operations and/or supplier representatives.
3. Initiate SAP transactions/queries related to receipts for materials and services.
4. Review and compile preliminary data necessary to establish claims for damages, shortages, overcharges, etc., by carriers.
5. Perform other related duties as directed and operate various office machines such as fax, adding machine, and personal computer.