

Company: PNW Equipment, Inc. (www.pnwgroup.com)

Employee Type: Full-Time

Location: Kent, WA

Job Type: Operations Coordinator

Experience: 4 - 6 Years

Compensation: \$45K-\$55K per year + medical, dental, vacation, bonus & other

Company Overview: PNW Equipment is a 37 year-old family-owned company and a leader in the Pacific Northwest maritime and on-site storage industries as a provider of specialty designed, new and used, maritime cargo containers and other intermodal equipment to the region's barge, shipping, mining, oil, aerospace, waste and construction industries. The company is growing and seeking to add an Operations Coordinator to its team. PNW Equipment won the prestigious Seattle Mayor's Small Business Award in 2005 shortly before relocating to Kent where the company built a new office headquarters and two new cargo container terminal facilities to support expanding operations.

Job Requirements: The Operations Coordinator works to support several cross-functional areas within the day-to-day operations of the company. Primary duties include transportation planning, in close coordination with the Project Management Team, for the shipment and delivery of new cargo containers and intermodal equipment from international factories to domestic ports, coordination with customs clearance agencies, shipping agents, external trucking companies and container terminals. Additional duties include dispatching of company trucks (2 trucks) and other local trucking companies for local/regional cargo container deliveries, cursory inspection of returned intermodal equipment for billable damages, over the phone trucking/sales/lease rate quotes, related billing support to the Accounting Team and associated administrative duties i.e.; filing and equipment database entry.

The job is extremely hands-on and detail-oriented, and bears much responsibility; the ideal candidate must be responsible and self-reliant. The ability to present information to owners, co-workers and customers is critical. The ideal candidate must be able to listen comprehensively and objectively to logistical challenges, establish reliable facts, collect relevant data and information accurately, define scope of work and/or problems distinctly, draw valid conclusions, enjoy problem-solving, knows how to prioritize time and resources, works well with others, pro-active in synchronizing efforts with external project stake-holders and is very organized. Qualified candidates must possess at least 4-6 years of logistics related experience (trucking, transportation, shipping, construction or warehousing type industries), provide quality references and have hands-on experience using Microsoft Office tools (Word & Excel). High School Degree/GED required, Associates degree preferred.

Application Procedure: Interested applicants should e-mail their cover letter and resume to PNW Equipment, Inc. Vice President, Terry Thomas Jr., at terryjr@pnwgroup.com. Qualified candidates will be contacted by September 15, 2017 to schedule an interview at our office in Kent, WA. Interested candidates are HIGHLY ENCOURAGED to visit our company website at www.pnwgroup.com to learn more about us. Thank you for your interest in a career with our company.