

I am hiring a part-time entry level operations position to start immediately. The ideal candidate would be a student in a supply chain or logistics program and looking to start as part-time and move to full time once their program has been completed.

Roles & Responsibilities:

- Assist with shipping and receiving, unloading trucks, and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling cartons; and placing orders in delivery area
- Sort and place cartons & pallets on racks or floor locations according to organizational standards
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for shipping on UPS or Fedex
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment
- Processing international air & ocean shipments
- Operations includes Air & Ocean freight Bookings, arranging trucking, routing and all required to successfully route a shipment from origin to destination
- Export Documentation such as AES filing, master airway bill instruction preparation, house airway bill preparation.
- Coordination knowledge of special products
- Daily problem solving
- Daily communication with agents, customers, vendors and government agencies-proactive communication and high quality customer service
- Handling of accounting matters including processing of AP invoices and client billing
- Assistance in other departments could be required as needed

Qualifications:

- High level of customer service
- Attention to detail
- Ability to learn, adapt, and thrive under pressure
- Proven organizational and time management skills

Desired experience:

- Actively enrolled in a 2 Year College Degree or Greater

Job Type: Part-Time to start with goal of full-time employment (with medical, dental, 401K benefits) after graduation

Thanks,

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