A picture containing text, clipart

Description automatically generated

**Jarrett Logistics Systems, Inc.**

|  |
| --- |
| **Job Description** |
| Position: Assistant Logistics Coordinator I |
| Direct Supervisor: Manager, Logistics Operations |
| FLSA Job Status: Non-Exempt |
| Department: Operations |

We require the Assistant Logistics Coordinator I to route and dispatch shipments by phone and computer in an efficient and expedient manner, performing well-defined administrative and transportation-related tasks under immediate supervision

Essentials

* Receive calls from vendors and customers, maintaining a high level of customer service
* Process orders, route and monitor shipments
* Provide reports to customers and supervisors
* Maintain and update computer database
* Answer questions and resolve customer issues
* Assist Logistics Coordinators and Managers with other related duties
* Utilize information through tariffs, discounts, NMFC guide, and carrier route guides
* Input and reconcile freight bills as needed
* Carry on call equipment during off hours as needed
* Employee may be asked or required to drive a company vehicle
* Other duties as assigned by management

Job Requirements

|  |
| --- |
| The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. |
| * *Bachelor’s Degree preferred; High School Diploma or Equivalent required* * 0-1 year of experience * Strong written and verbal communication skills * Possess excellent telephone skills * Detail-oriented * Work well under pressure * Ability to read and interpret documents * Strong computer skills/knowledge * Ability to work well in teams * Possess strong problem-solving skills * Basic math and accounting skills |

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally lift, move, or carry up to 15 pounds, and may require long periods of time sitting at a desk and looking at monitors. The employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel, reach below waist level, crouch, or crawl. The employee is occasionally required to sit, climb, balance, and smell.