

Logistics Assistant

A rapidly growing international market leader is seeking a top performer for their Logistics Assistant role. This key position will report directly to the Logistics Manager. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment.

Logistics Assistant Duties and Responsibilities:

- Verifies and creates shipping labels and properly packages parts and compressors for shipping
- Maintains database of shipment data
- Cleans and prepares compressors for final inspections and coordinates shipment, loads products into trucks for delivery
- Organizes and maintains warehouse for efficient material storage and handling
- Completes necessary paperwork and signoffs as outlined in policies and procedures
- Transports materials with hand truck, pallet jacks and/or forklift as needed
- Keeps a clean and safe working environment
- Other duties as assigned.

Expectations:

- Strong organizational and communications skills
- Ability to multi-task, set priorities and meet strict deadlines
- Strong time management skills
- Strong computer skills
- Proficient in Microsoft Word, Excel, and Outlook
- Energetic and self-motivated
- Experience using Sage MAS200 or similar inventory management software is preferred
- Team Player

Education and Experience

- High School Diploma or GED required
- Minimum of 1 years of experience in logistics preferred

Benefits & Compensation:

- Wages commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available.