

Order Number:

NJ1397365

Date Job Order Received:

05/10/2018

Number of Openings:

1

Company Name:

Disposable Hygiene LLC

Job Title:

Logistics Traffic Coordinator

Minimum Experience Required:

No experience requirement provided.

Job Description:

Logistic Traffic Coordinator: Duties and responsibilities include the following (other duties may be assigned): The Traffic Coordinator is primarily responsible for containers/shipments tracking, tracing, and updating shipments while developing and maintaining good relationships with carriers, truckers, customers and warehouses, etc. Schedule truckers to pick up or deliver containers to customer in a timely manner. Communicates with internal office (includes internal department, branch offices) for container delivery status. Ability to handle issues such as re-scheduling of delivery status, terminal congestions, receiving and resolving warehouse unloading issues. Determines space requirements and position of shipment in trucks and lays out position of shipment. Determines routing and legal load limits of trucks, according to established schedules and weight limits of states. Inspects loading operations to ensure compliance with shipping specifications. Maintains vehicle maintenance report and manifests. Directs movement of shipments from shipping and receiving platform to storage and work areas. Compiles records of unfilled orders. Requirements 2+ years traffic experience; preferably within a manufacturing environment. Familiarity with Microsoft Office (Excel, Word, Outlook) Ability to electronically organize and update daily data. Demonstrated ability to multi-task and work in a fast-paced environment. Must demonstrate critical thinking and analytical skills Excellent communication, time management, follow up skills, sense of urgency. Salary: \$13 per hour

Job Location:

Clifton, New Jersey

Pay:

\$13.00 - \$15.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Holidays, Clothing/Uniform Allowance

Hours per Week:

40

Duration:

Full Time, Over 150 Days

Work Days:

Monday thru Saturday

Shift:

First (Day)

Public Transportation:

Public Transportation is not available.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by fax, or by email:

Fax: Silva, Jessica (866) 201-2122

Email: jessica@disposablehygiene.com