

Logistics Coordinator - Perishable Department (Part-time position)

JTS is looking for a part-time Logistics Coordinator to work in the Fresno Perishable Department. This position reports to the Perishable Department - Operations Manager.

Responsibilities & Duties:

- Enter loads from customer tendered orders via fax, phone, email, customer, web or EDI in the JTS system.
- Contact the carrier's dispatch department with load details to be passed on to their drivers.
- Monitor daily pick-ups and deliveries.
- Communicate with carriers and shipping personnel to ensure trucks have loaded orders complete.
- Update account managers and carrier procurement representatives on problem loads, and what actions have been taken.
- Update receivers and customers on status of loads.
- Take check calls from dispatchers confirming locations and miles to destination, ensuring that loads will deliver on time.
- Schedule and/or reschedule delivery appointments.
- Verify that loads have arrived on time and in good condition.
- Validate all load data prior to marking loads delivered, for accounting purposes.
- Other projects and tasks as assigned by supervisor.

Skills & Experience:

Excellent verbal and written communication skills. Must be able to use the computer to send and receive information, do research on the internet and maintain files. Problem-solving ability. Ability to multi-task and prioritize in time-sensitive situations.

Educational Requirements:

High school diploma or equivalent required.

Physical Requirements:

This position is sedentary, performed at a desk using the phone and computer. Job hours will be 6:00 a.m. to 11 a.m., Monday thru Friday.

Wages/Benefits:

Pay rate of \$13.00 - \$14.00 per hour. Salary commensurate with experience. As a JTS part-time employee you are not entitled to receive benefits.

To apply, please send your resume with a cover letter to hr@johansontrans.com.

JTS Treats You Like Family.

Johanson Transportation Service (JTS) is a third-party solutions provider; licensed property broker; licensed ocean freight forwarder and NVOCC, helping companies manage their supply chain with Justified Timely Solutions® that exceed their unique business challenges.

JTS offers customized freight solutions, including: dry and temp-controlled Truckload, Less-than-Truckload, Air and Ocean Freight, Rail Intermodal, and comprehensive importing/exporting solutions with one point of contact.

As a family-owned business, we hold family values important and care for the well-being of each person professionally and personally. We look out for the best interests of our employees and their families, and we like to think of our employees as part of our extended family too.

JTS is headquartered in Fresno, CA with five regional U.S. offices:

International & Intermodal Division – Roseville, CA
Logistics Division – Salem, OR
Midwest Division – Madison, WI
Northeast Division – Denville, NJ
Pacific Northwest Division – Tigard, OR

JTS is an equal opportunity employer.

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