



JOHN S. CONNOR GLOBAL LOGISTICS

EST. 1917

EMPLOYMENT OPPORTUNITY

Domestic Operations Associate

Full-time Position in Global Logistics

Get to Know Us:

A career with **John S. Connor Global Logistics** is an opportunity for personal and professional growth. In today's exciting logistics field, your contribution will play an important role in the continued success of our esteemed customers. Founded in 1917, we are a leading provider of supply chain and logistics services, customs brokerage, and transportation for global importers and shippers.

Company Culture:

At John S. Connor, our success is powered by people and technology. We believe that every customer deserves peace of mind, provided by a comprehensive logistics strategy and a robust technology platform. Our culture and customer-focused mission assure that your contribution will be recognized and rewarding. We encourage employees to be engaged, inspired, and diverse. Success is celebrated and integrity is at the core of our values.

Summary of Position:

Arrange and coordinate the entire domestic process, including freight pick-up, documentation, routing, invoicing, tracking, and customer service; assist in warehouse operation.

- Customer service. Respond to the needs and issues of the customer by providing assistance with routing, rate quotes, pickup, and delivery
- Assist with warehouse operations when needed. Provide backup for Warehouse personnel
- Verify pieces, weights, and dimensions of freight, acceptability for air and ground transport, along with any special marks or handling instructions Examining work for exactness, neatness, and conformance to policies and procedures
Prepare air waybills/trucker inland bill of lading and any required documents, including insurance certificate if needed



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- Review customer receivables prior to handling each shipment and secure permission to handle shipments from the manager for all new customers and any customers with outstanding balances over 30

Skills & Qualifications:

- One or more years related experience and/or training in the field or equivalent combination of education and experience

Benefits Offered:

- Competitive health plan options
- 401K and profit sharing
- Vacation and PTO programs
- Education assistance
- Casual working environment

At John S. Connor, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. We are a smoke and drug-free workplace and ADA compliant as applicable.

Interested in Applying?

Email careers@jsconnor.com

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Glen Burnie, MD 21061

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