



# JOHN S. CONNOR GLOBAL LOGISTICS

EST. 1917

## EMPLOYMENT OPPORTUNITY

### Warehouse & Logistics Coordinator

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.

- Performs all duties in the Warehouse, preparing shipments, and loading and unloading freight.
- Operating a forklift
- Cleaning and maintaining the work area
- Arranging trucking via job orders or delivery orders
- Assist the Export Department in tracking & tracing cargo to ensure cargo makes cut-offs for intended vessels.



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- Prices and prepares quotations for inland freight moves for domestic, NVOCC, Export, and warehouse.

### **Skills & Qualifications:**

- 1-2 years of related experience working in a similar industry; additional education may be substituted for years of work experience
- Forklift certification and applicable state certification
- Good oral and written communication skills
- Manual dexterity required for operating machinery
- Ability to be a team player and meet deadlines

### **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](mailto:careers@jsconnor.com)

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