

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/26/2024



94577

San Leandro, CA, 94577

Logistics Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$22.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Robert half is seeking a candidate with logistics, dispatching and order processing experience. A well-established, exciting manufacturing company is hiring a coordinator that will support the warehouse and production teams. The ideal candidate will be available for the 2nd shift into the evening and have an entry level understanding of warehouse operations. You will collaborate with all departments such as transportation, drivers, shipping, receiving and distribution to ensure orders are fulfilled promptly.

Some duties include:

-coordinating driver schedules -entering data into ERP systems and Microsoft Excel -Managing shipping/receiving activities

Requirements

- experience working in manufacturing, distribution, logistics or dispatching
- Ability to work 2nd shift 1pm - 930pm
- Ability to multitask and communicate well with individuals of all backgrounds
- Finish tasks independently and proactively
- Eagerness to take on anything from small internal administrative tasks to high profile requests
- Should be savvy with Excel spreadsheets and ERP/CRM systems

you enjoy working part of a team environment and are eager to grow your career, we want to hear from you! Individuals that thrive in energizing and compelling environments, will appreciate this work opportunity. If this opportunity interests you, don't delay in contacting us as this position will be filled by the end of the week!

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This Job Posting will expire in 10 days.