

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94560
Fremont, CA, 94560

Logistics Clerk

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary to Hire

Description

Do you have great customer service skills? You might be the Logistics Clerk Robert Half is looking for if you can work with data. Logistics Clerks will find what they're looking for in this Fremont, California area opportunity, where they will coordinate shipments, oversee customer orders, coordinate with vendors, and arrange shipments. Submit your application now and learn more about this exciting opportunity! This short-term contract / temporary to hire employment opportunity is based in the Fremont, California area.

How you will make an impact

- Transmit and synchronize with inventory and sales management; warehouse; logistics for service changes
- Oversee, monitor, and sustain dispatch & progress of orders on time and to meet delivery requirements
- Certify freight bills and process bills of lading
- Stick to guidelines for approving carriers
- Perform various administrative duties
- Follow-up with carriers, as necessary

Requirements

- 1+ years experience with shipping/logistics
- Operations experience
- Packaging Materials experience
- Foundational knowledge in order entry
- Command of Shipping
- Skills that allow for the completion of general office work, the operation of basic office equipment, and the routing of incoming materials to the proper individuals
- Excellent data entry skills
- A candidate who can demonstrate experience in purchasing, inventory control, transportation and warehousing functions will be in the top tier of candidates for this job
- Excellent verbal and written communication skills with a customer service mindset

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.