

## Logistics Administrator

**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:** \$20.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you looking to start off your career on a great start? Look no further! Robert Half is looking for a Logistics Administrator to support one of our top clients in Fremont, CA. You definitely do not want to miss out on this opportunity. Apply today!

#### Duties:

- Keep customers informed of shipment details, answer a high volume of calls, and respond to any requests that are made
- Verify that items shipped, tracking quantities
- Ensure that quality and requirements are met - attention to detail
- Coordinate and maintain shipment schedules
- Interact daily with shipping lines and trucking organizations to control shipments and instruct documentation.
- Maintain flow of operations and organize work

### Requirements

- High School Diploma or equivalent is a must
- ~3 years of related experience (education may be considered)
- Prior work experience in logistics is preferred
- Knowledge of MS Word, Excel, PPT
- Customer service skills and interpersonal skills
- Organization and time management is necessary
- Must be able to communicate effectively both written and verbally

#### Education:

- High school or equivalent is a must
- Bachelors is a plus

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today; we really look forward to hearing from you!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.**

