

job posting



Freight Processing Assistant

Monday-Friday – 4:00 pm – 8:00 pm

Responsibilities:

The Freight Processing Assistant will assist as needed for freight processing needs. Specific responsibilities include:

- Initiate audits as needed
- Use TransRater to rate freight costs
- Use judgment to select most efficient and cost saving carrier
- Create bills for lading
- Follow special instructions and routing guides as provided by guest
- Scheduling pick ups with carriers

Skills:

- High School diploma or equivalent experience
- Must be able to lift and carry up to 50lbs on a regular basis, twist, bend, reach, squat and climb stairs
- Must be computer literate (Microsoft Windows preferred) with strong attention to detail
- Experience with electrical and manual pallet jacks and fork lifts a plus

Applicants can apply via e-mail at jamminjobs@stonewallkitchen.com or our website www.stonewallkitchen.com and click on the Employment Tab at the bottom of the home page.