

Skagit Horticulture, LLC

Job Description

Job Title	Logistics Office		
Department	Logistics		
Reports To	Logistics Office	Salary Range	\$
Positions Supervised	None	Date 2/28/2019	

Status Full-time Part-time **Seasonal/Temp**

POSITION PURPOSE

- Truck log/tracking
- Rack Pick up tracking
- Help with writing SOP for instructions
- Keep track of all driver check in calls
- Compile driver load packets
- Calling will-call customers
- Tracking the return of all BOL's

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Communication with the CRS's on truck location updates
- Communicating with customers on truck locations
- Keeping accurate information in spreadsheet on truck tracking
- Keeping accurate information in spreadsheet on rack pick-up

QUALIFICATIONS

- Attention to detail. (Very important)
- Computer and typing skills required. Knowledge of Microsoft Office.
- Ability to work with minimal supervision.
- Be reliable and able to adjust work hours to complete job.
- Pleasant phone presence.
- Good verbal skills in English required.
- Plant knowledge helpful, but not required.
- Able to work closely with other office staff members.
- Able to multi-task.



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EDUCATION/EXPERIENCE

- High School Graduate or equivalent

CERTIFICATES, LICENSES, REGISTRATIONS

-

LANGUAGE SKILLS

- English

MATHEMATICAL SKILLS

-

COMPUTER SKILLS

- Knowledge of Microsoft Office

PHYSICAL DEMANDS

EQUIPMENT USE

- Computer, 10 key office equipment

WORK ENVIRONMENT

Indoor: 90%

Outdoor: 10%

Air Temperatures: Cool Hot Moderate

Noise Level: Low Moderate Loud (Occasionally Often)

For consideration, please send your resume and cover letter to hr@skagithort.com

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

