

# Worknet

## Business Services Tracking System

### Job Order

**Job Number:** 497  
**CalJobs Number:**  
**Job Title:** Administrative Assistant  
**Occupational Category:** Transportation & Related Occupations  
**City of Job:** Los Banos  
**Experience Required:** 2 Years  
**Education Required:** Associate degree  
**Number of Openings:** 1  
**Starting Wage:** DOE  
**Wage Negotiable:** No  
**Shift:** Days  
**Duration:** Long Term  
**Hours per Week:** 40  
**Benefits:** None  
**Calif. Driver's License:** C  
**Status:** Active  
**Continuous Posting:** No

#### Job Duties:

Job Description: Freight brokerage and trucking company has an immediate opening for an Admin/Logistics Assistant, greets visitors, handles incoming calls and performs general administrative duties. Duties also include, filing and data entry. Responsible for the logistical processing of customer orders, includes coordination with vendors, sales staff, customer service representatives, billing representatives, warehouse and shippers. Arranges shipment of requested items, goods or merchandise. Also assist other admin staff with overflow work, dispatch, including data entry, billing and internet research tasks. Experience in the transportation industry strongly preferred. Must be able to show leadership, communicate with customers, manage overtime and accurately communicate important issues with office. Education and skills required: High school, AA Degree Preferred or equivalent experience. Minimum two years experience Courier or LTL Trucking. Excellent Math skills, data entry and typing with solid computer skills. Must be strong using the Microsoft Office products. Excellent verbal communication and superb organizational skills. Attention to details, thrive on multi tasking and can efficiently prioritize tasks. Self Starter and team player. Enjoys a fast paced environment. Typing speed 40+ WPM ( certificate required), data entry 6500-8000 SPM. Solid organization and decision making skills. Must be fluent in Spanish and English. RA

**How to Apply:** E-mail resumes to: [meharm@sbcglobal.net](mailto:meharm@sbcglobal.net)  
Attn: HR

#### Special Instructions:

E-Mail resumes to Attn: HR, [meharm@sbcglobal.net](mailto:meharm@sbcglobal.net)