

Part-time position to manage 10-20 shipments per month – 1-2 days per week in Coraopolis, PA office location
Contact on other days can be from home office or email

- Requires daily update of open orders to arrange transportation; includes truck dispatch, issuing shipping advices, scheduling with customers, follow up scheduled shipments, communicate with shipper to verify shipped data, input (or direct the input) received data
- Searching for carriers – domestic and international – negotiate freight rates
- Monitoring freight expenses - maintain rates and service data
- Search for warehouses – coordinate services needed
- Organizes monthly reports i.e. sales, purchases, inventory, expenses,
- Verifies accuracy of inventory
- Oversee international shipments – carrier / forwarder selections, documentation process, AES filing

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