

# **JOB POSTING**

## **Summer Seasonal**

**Title/Position:** **Traffic-Dispatch**      **Temporary Position:** **February– Mid August**  
**Supervisor:** **Brent Fisher**      **Hours:** **FT**  
**Pay Rate:** **Current Individual Rate**      **Shift:** **Weekdays**

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### **JOB SUMMARY:**

- Summer assistance in the traffic department.
- This position relies heavily on the ability of the individual to balance strategic and cost considerations while multi-tasking and working with external partners and customers.
- It requires an understanding, or ability to understand, Traffic/Operations and Customer Service functions including, but not limited to: Routing, Dispatching, Warehouse Operations, Sales/Customer Expectations, and Production.
- Perform other duties as directed by supervisor

### **QUALIFICATIONS:**

- Bachelor's Degree Preferred
- Preference will be given to candidates with operational or traffic dispatch experience.
- Experienced in the use of Word, Excel, Outlook, AS400 and Mapics
- Good math, analytical, communication, time management, and organizational skill
- Ability to work professionally with other employees and customers.
- Ability to multi-task
- Ability to work under the pressure of deadlines.
- Ability to work independently as well as part of a team
- Accuracy, attention to detail and organizational skills a must.
- Good work habits and attendance

### **ESSENTIAL FUNCTIONS:**

- Involves extensive keyboard operation and regular use of office equipment.
- Involves collection, organization, processing, verifying and filing of required paperwork.
- Position is essentially sedentary except, but candidate must have the ability to regularly climb stairs and access all areas of the office and plant.
- Occasional offsite training and /or seminars a possibility.

**If interested submit a job interest form and resume, to the Human Resources Department by  
5:00 pm on Friday, September 23<sup>rd</sup>, 2016.**