

Company Webpage: <http://vgandsons.com/contact-us.html>

We have a seasonal position open at my company, Van Groningen & Sons. Please share with your students. Thank you! The job posting is located below:

We're Hiring!

It's time to start hiring some seasonal help in our office, please reach out to hrteam@vgandsons.com for more info!

After Hours Transportation Support / Clerical

Primary Role:

The primary responsibility of this position is to provide after hours support to company owned trucks / drivers, outside carriers, and day shift VGS transportation coordinators to ensure on time and efficient deliveries of all shipments.

Secondary Roles:

1. Provide clerical work including but not limited to load / order entry, driver paperwork (POD's), etc.
2. Hiring – Start learning and assisting with the hiring of carriers at the best possible rates while still maintaining the highest level of service.

Responsibilities:

1. After hours support dispatching of company owned trucks / drivers accordingly to ensure on time deliveries.
2. Provide historical data through reports showing past rates on specific lanes.
3. Manage on file up to date carrier documentation.
4. Schedule delivery appointments, both online and by phone
5. Instruct drivers on load requirements.
6. Administrative duties when tendering load confirmations as trucks are hired.
7. Track and report back to appropriate parties with updates of truck status.
 - a. Includes communication with drivers / trucking company dispatchers to ensure the load will be loaded and delivered on time.
 - b. Includes communication with shipping points to ensure truck arrives during scheduled shipping hours or scheduled appointment.
 - c. Includes communication with sales department to ensure truck delivers to customer during scheduled receiving hours or scheduled appointment.
8. Maintain updated required driver & company data and files, including contracts, insurance, safety, driving records, etc.
9. Complete orders accurately and in a timely manner.
10. Take product-order inquiries via phone and email.
11. Proactively manage delivery deficiencies and quality concerns or issues including reordering, rejection, contamination, etc.
12. Continually exceed customer's expectations by dispatching hassle-free deliveries, on time, every time.

Requirements & Qualifications:

1. Prior proven experience as a clerical or administrative support.
2. Demonstrated experience in transportation, logistics or supply chain.
3. Familiar with DOT rules and regulations.
4. Strong organizational, analytical and accuracy skills.
5. Must possess excellent communication skills, customer service skills, and be motivated and willing to take initiative.
6. Good decision-making; ability to prioritize goals and work.
7. Must have the ability to multi-task and be able to use a computer with experience using Microsoft Word, Outlook and Excel.
8. Process oriented with ability to apply technology to the solutions of real business problems.
9. Knowledge of distribution and inventory management systems.
10. Experience with budget management and delivery.
11. Experience with strategy and implementation.
12. Position requires sitting for prolonged periods of time, heavy phone use; standing, bending, and operating a keyboard.

Preferred Qualifications:

1. Agribusiness background or knowledge of produce (fruit and vegetable) industry.
2. Bilingual Spanish speaking.
3. Knowledge of Famous Software or similar ag industry management systems.

Work Environment and/or Hours of Work:

Position works after normal business hours during the season.

- a. Season is from April to October
- b. Work schedule is 3:00 pm until 9:00 pm Monday through Saturday with 4 floating hours = 40 hour work week

Please call the office for more information 209-982-5248