



LOGISTICS ASSISTANT

Description

This position is responsible for assisting APC's Logistic Coordinator by printing shipping tickets and performing other office duties.

Essential Duties and Responsibilities

- Print APC shipping tickets and schedules.
- Maintaining APC shipping board with correct schedules and tickets.
- Update spreadsheets with daily trucking times and other statistical data.
- Perform other office tasks such as: errands, make copies, and gather papers.
- Maintain proper documentation for logistics.

This Position is For You If:

- You enjoy working in an office setting.
- You are well organized and enjoy sorting data.
- You know how to create and operate excel sheets.
- You are looking for a position you can grow in.

APC Core Values

- Committed to the Cause
- Passion to the Vision
- Selfless Acts of Work
- Will to Make a Difference
- Be 1% Better Every Day

Requirements

- High School Diploma
- Willingness to work hard and follow APC Core Values.
- Must have Microsoft and Excel background.