



PERFECT JOB FOR COLLEGE STUDENTS!

WAREHOUSE OFFICE RECEPTIONIST

(Two Shifts Available)

May/June – Late August/September, 2017

Located in Blaine, Washington, T.C. Trading Company is a fast-growing business leader in the warehousing, storage, distribution, and third party logistics (3PL) industry.

The Warehouse Receptionist is primarily responsible for providing excellent office support to the warehouse office and warehouse team. We are looking for an energetic and detail-oriented candidate who has excellent customer service skills, friendly, and loves working in a fast-paced, fun working environment.

Job Responsibilities:

- Answer incoming phone calls and relay messages as needed.
- Greet, check-in, and direct drivers in compliance with standard procedures.
- Schedule receiving appointments and monitor appointment calendar using Outlook.
- Announce appointment arrivals and communicate pertinent product information.
- Extract and interpret relevant information from driver documents to complete necessary paperwork.
- Maintain a clean environment in the drivers lounge; replenish coffee related supplies as needed.
- Complete other assignments as requested by direct supervisor(s).

Required Qualifications:

- High school diploma or GED earned
- One year minimum of office receptionist or related experience (greeting visitors, booking appointments, multitasking between various duties, etc.)
- Strong computer skills including experience with MS Word, MS Excel, and Outlook
- Successfully pass pre-employment drug screening test and criminal/U.S. Homeland Security and Customs background check prior to commencement of position

Application Deadline: May 26, 2017

Position Type: Full-Time, Seasonal

Pay Rate: \$12.50 per hour

Scheduled Shifts: Monday – Friday, 6:30 a.m. – 2:30 p.m. or Monday-Friday, 2:00 pm – 10:30 p.m.

To be considered, simply submit your resume detailing your work experience and qualifications. Deliver resume to T.C. Trading Company, 1755 Boblett Street, Blaine, WA 98230, or email to employment@tctradingcompany.com. For questions regarding this position, please contact Karee Winters at (360) 332-5656 x1049.

All applicants who are offered employment with T.C. Trading Company must have successfully passed a pre-screening drug test and criminal/U.S. Customs background check.