Seattle Textile Company

We are looking for an experienced Traffic/Transportation Manager who is polite, professional, and is always thinking about how to improve their performance. We are a successful national company that has been in business for over 50 years. We are a leader in our industry and we are seeking a dynamic Traffic/Transportation Manager to oversee our growing inbound and outbound shipments. This is a full-time position with great company paid benefits. We are a non-smoking environment and an equal opportunity employer.

Responsibilities

* Outbound LTL & FTL shipment quoting, scheduling through company and vendor specified carriers for nationwide shipping.
* Import container oversight, communication with forwarders, filling all required documents (ISF, Pier Pass).
* Direct liaison between our customs broker, forwarders, carriers, and our internal staff.
* The ability to successfully negotiate freight rates with our carriers.
* Maintain internal tracking system for containers for reference by staff.
* Reconcile carrier freight bills with outbound shipments to facilitate accurate and timely invoicing.
* Entering carrier freight bills into our AP system for on-time payments.
* Assist in various office administration functions including, but not limited to answering and directing incoming overflow calls and invoice reconciliation.

Qualifications

* A minimum of 3 years domestic and international logistics experience.
* Team player – dedicated to the success of the team.
* Self-directed, self-motivated, and able to work with little oversight.
* Competent with MS Office applications, including Word, Excel, and Outlook.
* Either 2 or 4-year college degree.

Compensation

We are offering a competitive salary based on your experience as a Traffic/Transportation Manager ($50,000 to $65,000). Your base salary will be enhanced with an annual IRA contribution made by the company, health insurance (Company pays 100% of the monthly premium), and a two-week paid vacation after one year of full time service.

How to Apply

Submit your resume for our Traffic/Transportation Manager position. Only applicants that meet our criteria will be contacted as part of our hiring process.