The CISO Companies

Job Title: Transportation Assistant

Position Overview
The Transportation Assistant will learn all aspects of the Transportation Division and will act as the replacement when the Transportation Manager is absent. As a team, the Transportation Manager and Transportation Assistant will work to ensure all shipments are handled efficiently, safely, and cost-effectively.

Responsibilities
- Assist with scheduling daily routes
- Organize Less Than Truckload (LTL) shipments
- Monitor and report on transportation costs
- Research and present cost-saving shipping recommendations
- Ensure shipping documents are properly recorded and filed
- Stay up-to-date with DOT and HAZMAT rules and regulations
- Ensure compliance with company policies
- Assist with coordinating maintenance and repair of transportation vehicles
- Submit damage claims to transportation companies
- Reconcile transportation and shipping invoices
- Organize quarterly safety training for drivers
- Assist in inbound load coordination
- Negotiate with vendors on pricing and resolution of issues
- Organize yearly freight quotes from brokerage companies

Requirements
- Excellent organizational and communication skills
- Proficient in Microsoft Office
- Able to read road atlas and/or maps
- Willing to work additional hours during peak season(s), if needed
- Detail-oriented
- Self-motivated
- Industry experience preferred

Please submit resumes to:
Chris Wickard
Transportation Manager
chriswickard@ciscoseeds.com
317-357-7013 ext. 317

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.