Sunrise Express

https://www.sunriseexpress.com/?post_type=jobs&p=2100

EDI/CSR

Description

Candidate will work as liaison between major clients and operations personnel. Accept shipments from clients obtaining important shipping information. Retrieve, update, input, verify and correct data as needed in computer system. Provide shipment information to operations personnel.

Responsibilities

- Act as primary contact with premier clients
- Work with clients to obtain shipment information.
- Retrieve, verify, update and correct computer data to ensure accuracy.
- Provide shipment information to operations for scheduling drivers.

Qualifications

Required:

- Basic computer background
- Excellent people skills
- Attention to details

Preferred:

- Trucking industry experience is a plus.
- Data entry experience.

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Date posted
March 23, 2023