

RPM is seeking a **LTL Terminal Clerk** to join our team in Fullerton! Come be part of the team that has successfully provided our customers with excellent service for over 33 years!

Job details: Located at the podium in our Fullerton facility warehouse, the Terminal Clerk will assist drivers coming and leaving the facility. Work days are M-F and shift hours are 4:00 a.m. to 12:30 p.m. Starting pay is \$14.00 per hour.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Dispatching assistance for both company drivers and Independent Contractors;
- Operations reports including delivery receipt and manifests;
- Hours of Service;
- Scheduling delivery appointments;
- Tracking pick ups and shipments;
- Driver Check In;
- Filing;
- Other Terminal Clerk duties as assigned.

### **EDUCATION AND EXPERIENCE**

- One to two years of verifiable experience in the transportation industry;
- High School diploma or general education degree (GED);
- The ability to effectively communicate in both written and oral format to all levels of staff;
- Computer literate using MS Word, Excel and Outlook;
- Knowledge of DOT regulations helpful;
- Detail oriented;
- Organized and able to handle a fast-paced environment;
- A positive attitude;
- A successful team player!

The company offers a competitive benefits package, which includes, Medical, Dental, Vision, Prescription Drugs, Life Insurance, 401(k), Holiday pay, Vacation pay, Sick leave pay and other Incentive programs.

RPM Transportation, Inc. is an equal opportunity employer who requires a drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume.

***Note: Submittal of your resume does not constitute an application of employment***