

Royal Hawaiian Express has a current opening for a Warehouse Customer Service Representative in our facility in Fullerton. Starting pay for the position is \$14.00 - \$15.00. Shift hours are 2:30 pm – 11:00 pm (overtime likely several days), Monday to Friday.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Read and answer all corresponding e-mails
- Answer calls regarding receiving hours, directions and appointments
- Data entry
- Order creation
- Enter weekly booking numbers
- Provide trip status updates
- Calculate cube
- Route Inbound/Outbound shipments
- Understanding of Hazardous Materials requirements
- Write up and release completed trips
- Write up hazardous manifest and forward to appropriate parties
- Communicate with internal and external vendors
- Communicate with dispatchers to coordinate pick ups of equipment
- Issue purchase order numbers for empty equipment
- Track all inbound/outbound containers
- Log completed containers
- Log all cube received
- Assist in gathering KPI reports for manager

### **EDUCATION AND EXPERIENCE**

- High school diploma or general education degree (GED);
- 1 year related experience in like environment;
- The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate with all levels of staff;
- Computer literate using MS Word, Excel and Outlook ;
- Must be able to lift a minimum of 10 pounds. Assistance in lifting can be obtained if required.

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

We are an equal opportunity employer who requires a drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume in response to this ad. You may also fax your resume to (714) 388-3425. No phone calls please.

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