



Capital Steel & Wire is seeking a full time Logistics Associate to join our team. This role provides administrative support to the Logistics Manager. The standard hours for this position will be 8:00 A.M. – 5:00 P.M., Monday – Friday.

Responsibilities include:

- Maintain and monitor Internet freight search engines.
- Assist manager with coordinating vehicle maintenance, insurance, DOTs, IRPs and IFTA; responsible for documentation within the company's internal database system.
- Assist with scheduling of internal and external trucks and drivers.
- Assists with the freight release process within the logistics department.
- Responsible for handling all daily logistics operations in manager's absence
- Perform other duties as assigned.

Experience and Qualifications

- High school diploma required; Associates or Bachelor's degree preferred
- Administrative Assistant work experience strongly preferred; experience with logistics support desired
- Experience with Microsoft Office Suite programs, Internet applications, and database applications.

To Apply

Send resume, cover letter, and compensation history to employment@capitalsteel.net with "Logistics Associate" in the subject line.

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At Capital Steel & Wire, we pride ourselves on a culture of hard work, integrity, and a friendly and welcoming environment. We are a privately owned company that provides opportunities for internal growth, a competitive benefits package for full time employees, a 401(k) retirement plan, and paid time off and paid holidays. We are proud of the work that we do and the products that we produce. We seek employees who set high standards for themselves and work well in a team-focused environment. If our culture and environment seem like a good fit for you, please consider this employment opportunity!