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Tradepoint Atlantic, LLC.  
6995 Bethlehem Blvd., Suite 100  
Baltimore, Maryland 21219

***Position: Logistics Administrator***

Tradepoint Atlantic, LLC. is seeking a Logistics Administrator to join its team located in Sparrows Point, MD. The Logistics Administrator's primary responsibilities are to assist with TPA Terminal, LLC's logistics, inventory system control, customer invoicing, customer service requests, audits, and implementing new processes. This is a full-time, non-exempt position that will report to the Logistics Manager.

***Key Job Responsibilities & Duties:***

- Prepares and/or executes documents, such as work orders, bills of lading, and shipping orders to route materials.
- Assists with inventory system control.
- Assists with monthly and vessel-specific customer invoices based on contractual terms.
- Understanding of commercial contracts to ensure all charges are being filed on customer invoices.
- Understanding of all operations at the terminal to best handle customer requests.
- Builds and maintains relationships with customers and vendors globally.
- Assists with audits and prepares audit documentation.
- Processes inbound and outbound customer shipments.
- Scheduling and other logistics related duties.
- Other duties as assigned.

***Position Specific Behaviors:***

- Honesty and integrity
- Team player
- Executes tasks quickly and accurately, with an eye for detail
- Strong intellectual curiosity and willingness to learn
- Adaptable and flexible
- Collaborative - works well with others
- Thrives in a high-pressure work environment

***Education, Knowledge, Experience, Skills and Abilities Required:***

- Possess strong skills and proficiency with Microsoft Word, PowerPoint, and Outlook.
- Possess strong Microsoft Excel skills with familiarity in executing pivot tables, macros, indexing, etc.
- Candidate must be proactive, flexible, and a self-starter with the ability, prioritize, and execute multiple activities.
- Exceptional interpersonal skills with ability to solve customer issues efficiently and professionally in real time.
- High school diploma or equivalent, college degree preferred.
- Prior transportation experience a plus, but not required.

Tradepoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.