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6995 Bethlehem Boulevard
Baltimore, Maryland 21219

Gate Clerk

The Tradepoint Terminals gate clerk plays a crucial role in ensuring the smooth operation of truck entry and exit at the terminal. This involves accurately checking truck drivers in and out, providing necessary paperwork and instructions, and ensuring that drivers are directed to the correct locations for cargo pickup or delivery. The standard work hours are Monday to Friday, 7:00 a.m. to 4:00 p.m., with potential for weekday and weekend overtime.

Essential Functions:

- Interaction with truck drivers picking up cargo from the facility to accurately identify required pickup information (load verification), provide corresponding terminal information including but not limited to loading paperwork and location of cargo at the terminal, and close out of outbound gate transaction after subject truck has been loaded.
- Operate truck scale software as required depending on the type of cargo being picked up by the truck.
- Navigate and operate the Terminal Operating System at the facility to perform tasks related to truck check-in/check-out and other duties.
- Monitor an email account for customer orders and internal correspondence from corporate office personnel for changes to the daily truck schedule.
- Work independently in the absence of supervision.
- Provide optimal customer service at all times.
- Position may require some additional weekday hours and weekend work.
- This role is especially crucial during inclement weather (snow/sleet) and this individual is expected to work extended hours during adverse weather conditions

Required Knowledge, Skills, and Abilities:

- Consistently arrive on time and maintain an excellent attendance record.
- Microsoft Outlook e-mail and basic Excel knowledge and experience is preferred.
- Valid driver's license required and own transportation.
- Frequent sitting with occasional standing
- Maintain a clean work area.
- Candidate must pass a background check and drug test

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