

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

Position: Logistics Administrator

Tradepoint Atlantic, LLC is seeking a detail-oriented and proactive Logistics Administrator to assist our team at TPA Terminal, LLC in Sparrows Point, Maryland. This full-time, non-exempt role reports to the Logistics Manager and plays a key role in supporting logistics operations, inventory control, customer invoicing, service requests, audits, and the implementation of new processes.

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.

Benefits Package includes:

- **Hourly Rate:** \$25.00 - \$35.00/hr., based on experience.
- **Health Coverage:** Immediate eligibility for medical, dental, and vision insurance (individual and family plans).
- **Additional Insurance:** Company-paid life, AD&D, and disability coverage after the eligibility period.
- **Health Savings Options:** Health Savings Account with potential employer contributions up to \$2,500 (based on health plan selection).
- **Retirement Plan:** 401(k) with an employer match of up to \$750, subject to eligibility.
- **Paid Time Off:** 10 days PTO (accrued at 1.54 hours per week),
- 2 weeks of paid parental leave.
- Tuition reimbursement and access to a Dependent Care Flexible Spending Account.