

Transportation Clerk - Warehouse Operations (Night Shift)

Jūsų užduotys

YOUR TASKS

This role is responsible for coordinating and verifying all inbound and outbound shipments, ensuring accurate documentation, system updates, and on-time deliveries. It involves directing drivers, monitoring freight through TMS, and maintaining yard and trailer data. The position also supports safety protocols, cycle counts, and assists other departments as needed.

HOW YOU WILL MAKE AN IMPACT

- Verify and process all inbound and outbound shipments, including paperwork, trailers, and seals.
- Direct drivers, check them in/out, and ensure all trucks are weighed using the scale.
- Perform system tasks such as “Post Goods Issue” and maintain accuracy in the Yard Management System.
- Monitor outbound freight in the Transportation Management System (TMS) to ensure on-time deliveries.
- Maintain and provide accurate shipping documentation to carriers.
- Visit the trailer yard on weekends to verify and update Yard View information.
- Support cycle counts and assist Spare Parts during slower periods.
- Respond promptly to unsafe or polluting hazards by initiating preventive actions.
- Be self-managed, detail-oriented, and capable of performing under pressure
- Follow all plant, ESH, CBS, quality, and department processes and procedures
- Other duties as assigned

NOTE: May not be inclusive of all work required and may be updated as needed.

Reikalavimai

THE ENVIRONMENT

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as hearing protection, safety shoes, safety glasses (as needed)
- 12-hour 2-2-3 pattern (panama) shift 6:45pm-7:00am including every other weekend and overtime as needed
 - Training schedule could potentially be on a different pattern
- This job is within a climate-controlled environment however will be exposed to outside climate when interacting with drivers. You may be exposed forklift and pedestrian traffic and noise
- This role starts at \$17.08 an hour. If internal candidates are offered,



Darbo ID
REF80235B

Darbo sritis
Gamybos operacijos ir gamyba

Vieta
Sumter

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Onsite Job

Juridinis asmuo
Continental Tire the Americas, LLC

pay may change depending on current hourly rate

WHAT YOU BRING TO THE ROLE

- High school diploma or GED
- One or more years' experience in warehousing operations, scheduling, or logistics
- Transportation Management and/or Yard Management System experience
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting
- No relocation assistance is offered for this position

ADDITIONAL WAYS TO STAND OUT

- Current employee of Plant Operations
- SAP experience

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THE PERKS

- Immediate Benefits
- Paid Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employees 401k Match
- Diverse & Inclusive Work Environment
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

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