



JPL Transport, Inc.

Freight Brokers Job Description

Reports To:

The **Local and Long-Haul Driver** will report to **JPL Transport CEO**.

Overview

JPL Transport, Inc. was founded in 2018 with a goal of making a mark in the logistics industry. We are one of the top companies for freight transportation in the country, and we provide our customers with the best service around! Our clients include major carriers, airlines and other large corporations. The company has an excellent reputation for providing exceptional customer service while maintaining our commitment to quality standards. This is a great opportunity for someone who wants to be part of delivering outstanding customer service.

Responsibilities and Duties

Freight brokers will be responsible for maintaining accurate administrative records of all cargo received from clients on-site at our facility. This may include tracking shipment status, scheduling deliveries, handling customer complaints and providing information about shipping times.

Detailed job duties include:

- Answering the phone, redirecting phone calls, scheduling meetings and answer customer inquiries.
- Preparing financial reports.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, etc.
- Candidate must have good people skills, personable,
- Preparing, organizing and storing information in paper and digital form.
- Microsoft Office experience is a must.

Qualification

- Must have administrative experience.
- Good communication, customer service and relationship-building skills.
- Organization and time management skills.