



Job Description

Logistics Operations Assistant

Description:

CH Recycling, one of the largest independently owned recycling brokerage companies in the U.S. is seeking a dedicated and skilled Logistics Operations Assistant in our Baltimore, MD office. Candidates should have an entrepreneurial and hands-on mind set and the desire to grow a first-class operation.

The Logistics Assistant is responsible for the implementation and execution of logistics processes, documentation, establishing bookings for export shipments, support for daily management and general coordination of shipments.

Qualifications:

- Experienced in export and domestic logistics with knowledge of industry terms.
- Understanding of ocean export process including drayage, ocean booking export documentation and compliance
- General Business Operations knowledge
- Proficient in Microsoft Office Suite
- Excellent communication and problem solving skills
- Ideal candidate will have at 3-5 years experience in the field
- Proven experience working as a teammate

Salary: Commensurate with experience

Benefits: Include health, dental, flexible spending, company matched 401K, individual and company performance bonus program

CH Recycling is an Equal Opportunity Employer