



## **Job Description Transportation Logistics Administrator**

### **About H&K**

H&K International is a leading global supplier of stainless steel kitchen equipment to the foodservice industry with a long-established reputation for quality products, precision manufacturing, and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia, and Asia.

### **Summary**

Responsible for timely and accurate administrative support of the transportation logistics team and activities. Responsible for adherence to proper process and procedure. Responsible for transportation and shipping related customer service (internal and external) and problem resolution.

Types of shipments include:

- Domestic and International shipments
- Full load consigned trailer or container shipments
- LTL and LCL shipments
- Airfreight and parcel shipments
- Time definite shipments

### **Essential Functions**

- Updates to daily shipping order log
- Timely distribution of paperwork to and from distribution center floor
- Determination of best mode of shipping
- Accurate and timely updates to order information within H&K systems
- BOL generation
- Customer pickup facilitation
- Driver interaction/driver window management
- Proper and timely scanning, electronic filing, and hard copy filing of all paperwork
- Records retention
- Status board updates
- Track and trace support
- Database population support
- Data gathering support/data presentation
- World-class service and satisfaction to all internal and external customers



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### **Education, Experience, and Knowledge Requirements**

#### **Essential Knowledge and Skill Sets:**

- General knowledge of how the transportation industry operates
- General knowledge of the paperwork that must accompany each type of shipment
- Understanding of logistical flow and operational organization
- Basic track and trace skills to keep up with what must ship each day
- Knowledge of full administrative duties and paperwork associated with each shipment
- Professional and concise communications via email, phone, and face to face
- Strong problem-solving drive and proficiency.
- Excel and data population/data mining
- Strong database management
- Knowledge of BOLs and required elements
- Able to professionally interact across multiple departments and organization levels
- Bilingual English and Spanish is a plus

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H&K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5% and immediate vesting), with eligibility after the first of the month following 12 months of continuous employment, tuition reimbursement, free online training courses, and a business casual dress environment.