Advanced Logistics LLC

**Title:** Sales Operations Coordinator

**Location:** Rutherford, NJ

**Job Type:** Full-Time (Entry-Level)

**Compensation Type:** Hourly + Commission + Bonus  
**Wage:** $12/hour (To start)

**Start Date:** 4/24/2017

**Job Description:** We are looking for an entry level self-starter that can work independently without much supervision to handle inside sales, customer service, light accounting and logistics. Ideally we would like to find someone who is interested in the world of logistics that feels they can grow with us. This position represents phase one of our expansion and we need someone who is reliable and dependable, someone we can count on every day. There might be some domestic travel opportunities, which includes, visiting customer and attending tradeshows nationwide!

**Primary Responsibilities:**
- Answering the phone to help existing customers and to screen new leads.
- Following up on internal leads.
- Finding new leads
- Heavy email and phone communication with customers and leads.
- Heavy email and phone communication with truckers.
- Helping with Marketing.
- Visiting with customers.
- Attend tradeshows.
- Entering A/P & A/R into Quickbooks.
- Other misc. admin tasks.

**Qualifications:**
- Self starter
- Highly motivated
- Independent worker
- Interested in new and exciting opportunities
- Excellent computer skills (MS office apps, etc…)
- Social Media savvy
- Outside of the box thinker
- Some basic knowledge of business in general
- Personable and good with people
- Bachelor’s Degree
- Sales minded
-Bilingual in Spanish is a plus, but not required

**Application Instructions:** Please send us your cover letter and resume to mmahon@advancedlogistics.us

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**Disclaimer Information**

**About the organization:** Advanced Logistics, LLC headquartered in Rutherford, NJ is strategically located within the heart of the New York Metro area. This centralized location places us within just a few miles from the areas sea and airports. Our professional team has significant experience in handling and executing all of your logistical and supply chain needs, in the most timely and cost efficient manner. We have partnered with numerous carriers to secure better rates, while still maintaining our outstanding service, which then enables us to pass these savings directly down to our customers. Our main objective is to provide our customers with the highest quality service while providing cost savings, timely shipments and superior customer service.

Visit our website for more information about our company, [www.advancedlogistics.us](http://www.advancedlogistics.us)

**Disclaimer information:** We are an EOE.