

**Job Title:** Freight Specialist  
**Department:** Warehouse  
**Reports To:** Warehouse Manager  
**Job Status:** Full-Time  
**FLSA Classification:** Non-Exempt  
**Hours:** 6 a.m. – 4:30 p.m. Monday – Thursday; may earn overtime  
**Salary:** \$19.25 - \$19.75 based on experience

Tectran Manufacturing Inc. is an industry-leading manufacturer and marketer of air, hydraulic and electrical systems for the transportation industry. The primary market focus includes the heavy-duty tractor trailer and bus industries. Our commitment to quality and durability assures us a leading-edge in product designs and superior performance for demanding market applications. We hold several patents and make it a practice to listen closely to the needs of the customer.

### Job Summary

We are currently looking for a Freight Specialist to be a part of the Tectran team. The Freight Specialist will ensure that orders are prepared and shipped out in a timely manner. This position will require regular communication and coordination within several departments in the company, including working closely with our Shipping Department and Expeditor. The successful candidate must have the ability to prioritize day-to-day duties and responsibilities.

### Responsibilities:

- Communicate with customer support via phone and email to troubleshoot delays and update shipping statuses
- Determine the most economical mode of transportation of freight
- Prepare and create freight labels
- Manage BOLs (Bills of Lading)
- Manage and coordinate ASN (Advanced Shipping Notices)
- Manage LTL (Less Than Truckload) communications
- Walk the warehouse floor to organize freight
- Coordinate with various departments to prepare outgoing shipments
- Participate in weekly intercompany freight planning and setup meetings
- Track and trace data accordingly
- Use and operate pallet jacks and other warehouse equipment
- Other duties as assigned

### Education & Experience:

- High school diploma or equivalent
- Previous shipping experience (preferred)
- Manufacturing experience (a plus)
- Customer service experience
- Familiar with Customs and/or compliance requirements (a plus)

**Required Skills & Abilities:**

- Possesses excellent computer skills, i.e. Microsoft Office 365
- Familiar with navigating the internet
- Must be detail-oriented
- Has the ability to focus on customer satisfaction
- Has the ability to effectively communicate with all levels of the company and customer representatives
- Has ability to prioritize day-to-day tasks
- Have strong problem-solving skills
- Must have basic math skills (to understand box sizes, etc.)

**Physical Requirements:**

- Must be able to lift up to 30 lbs
- Must be able to walk warehouse floor on a regular basis
- Ability to sit for an extended period of time at a desk

**Perks:**

- Competitive compensation package
- \$500 referral bonus
- Health, Dental, Vision, and life insurance coverage
- Wellbeing program
- 401(k) match

TECTRAN is an equal opportunity employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.