

**Traffic Coordinator at Spindle Cooling and Warehousing in San Luis, AZ**

**Job Id # 4583127**

**Full Time**

**Pay Rate: \$13.00 - \$ 15.00 P/ Hr. (D.O.E)**

**Job Description:**

- Responsible for communicating with Drivers to update location
- responsible for the entry and updating inventory boxes
- Must be able to move containers with Yard Dog
- Supporting and communicating with Yard office MX for documentation of entry containers to the USA (Manifests)
- Tracking information of shipments to be sent from USA to Mexico
- Active communicating with Warehouse Operations Coordinator in Main Office at Spindle
- Active communication with Mexican Carriers and Spindle's Yard in MX regarding cargo
- Must keep Spindle yard organized, clean, and neat
- Gather information in the event of an incident involving a driver with a load
- Keep track of work equipment and ensure its being used correctly and efficiently
- Archive of logistics documents (bin cards, entry form, claim report, trailer report, and route sheet)
- Support in daily operation activities

**Job Requirements:**

- Responsible
- Bilingual
- Commercial Driver License
- Team Player
- Continuously stand, walk, stretch and bend checking boxes
- Must be able to lift heavy objects above and below shoulder weight (50 lbs.)

**How to Apply:**

E-mail resume to [cristina@spindlecooling.com](mailto:cristina@spindlecooling.com)

\*please include position of interest in subject line

Or

In person at:

412 Henry Chavez Ct. San Luis, AZ 85336

Monday – Friday between 10:00 AM – 12:00 PM