

Job Opening Description

Title: Logistics Administrator

Employment Type: Full-Time

Department: Logistics

Pay: DOE

Start Date: Now

Company Information

Triton Technical is an IT and Audio/Video integration firm that designs and deploys complex integrated systems for the private yacht industry. We have a high energy, fast paced, fun and collaborative environment and we are looking to add a qualified individual to our team.

Position Summary

We are currently accepting applications for a Full-Time Logistics Administrator in our Seattle office. Triton Technical will provide on the job training, however some experience is required.

Essential Duties and Responsibilities

- Maintaining an order status data base, following up with vendors to ensure correct eta's are given and timely deliveries are met
- Provide positive and effective interaction with other team members and customers
- Handling multiline telephone
- Maintaining the warehouse cleanliness and efficiency
- Receiving and logging incoming shipments (Daily Mail, Parcel Shipments, Freight Shipments)
- Preparing shipping documentation – Domestic and international parcel and freight shipments
- Backing up Purchasing Agent with sourcing parts and materials from distribution centers, requesting quotes, creating and submitting purchase orders when directed by management
- Keeping track inventory and office supplies
- Occasionally testing equipment upon arrival to ensure working condition
- Maintain the travel calendar and ticket system
- Book company travel (Hotels, Flights, Cars, etc.)
- Work one on call weekend a month

- Assist in office maintenance and cleanliness
- Compile various reports as requested by management
- Assist in office new hire orientation
- Attend meetings and compile minutes/notes
- Work with the events teams to coordinate and set up company events
- Perform other duties as assigned by management
- Ability to work overtime when required
- Ability to travel when required

Preferred Experience and Skills

- Minimum typing speed 45 WPM
- High School Diploma
- Reliable vehicle (some driving will be required)
- Intermediate Computer Skills
- Intermediate Microsoft Office knowledge i.e. Excel, Outlook, Word
- Must be able to lift 50 pounds

Personality Traits

- Excellent work ethic and drive
- Meticulous attention to detail
- Proactive
- Exceptional task and time management
- Commitment to lifelong learning
- Keen intuition
- Strong listening skills
- Exceptional organizational skills
- Maximum utilization of current technology
- Global awareness and knowledge of cultural differences
- Self-management capability
- Resourceful and well-connected



- Efficient multi-tasking skills

Requirements

- High School Diploma
- Valid Driver License
- Valid Passport

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift more than 50 pounds. The vision requirement includes: the ability to adjust focus; depth perception; peripheral vision; distance vision; and close vision.

How to Apply

Triton Technical job applications are processed through an online test center. You will need to fill out an online job application and upload your resume through a web portal. You will be required to take some brief online tests in order to qualify for this position. The job application and tests are administered through the following link: <https://www.ondemandassessment.com/link/index/JB-OGC0RKXWO?u=67650>

The job application process takes about 40 minutes. You may contact careers @tritontechnical.com only if you are experiencing technical difficulties with the online application.

