



# WE'RE HIRING

## *Dispatch Summer Internship*

### **Position Summary**

The Dispatch Intern will primarily be responsible for overseeing customer orders from the moment they are received until they are shipped, being the communication bridge between sales and warehouse, and other dispatch duties as needed. The ideal candidate will have the ability to learn quickly and be a team player, while maintaining a great attitude in dealing directly with our customers.

### **Roles and Responsibilities:**

- Daily familiarity with all pending open orders in regards to customer requirements, expected ship date, and needed labor allocation.
- High execution of compliance for all shipment types including small parcel, LTL, truckload, and intermodal containers.
- Tasks released to the warehouse staff in a systematic and accurate way that allows for a smooth product flow of outbound shipping.
- Supporting the goals and metrics given by the Operations Coordinator such as processing time, accuracy, and compliance.
- Successfully handling variances in volumes and shipping requirements for B2B and B2C methods across our customer base.
- Clearly and concisely communicating problems that arise with a solution minded attitude.
- High accountability and execution regarding shipping schedules and deadlines.
- Well organized, analytical, and detail oriented in all task management tools.
- Monitor incoming inventory through our supply chain in respect to urgent shipments for a select catalog of customers.
- Simultaneously operating in multiple software systems to prioritize, process, track, and invoice shipments.
- Create and present department reports to Logistics Coordinators and/or Operations Management

### **Skills & Qualifications:**

- Experience with Microsoft family of products: Outlook, Excel, Word
- High attention to detail, analytical, results-focused
- Ability to handle a fast-paced environment

### **Hours:**

- Schedule determined by Logo Brands team lead.
- Most positions will be Monday – Friday from 8:00am to 5:00pm.
- This position is not remote. You will be required to be in the office.

### **Pay:**

- \$2,000 gross paid in two installments monthly.

***Send your resume to: [Kayli@logobrand.com](mailto:Kayli@logobrand.com)***