



“Small enough to care Large enough to deliver”

Seeking Operations Specialist in Bensenville, IL Hours: M-F 10 am to close

Air Ground Logistics, Inc. is an industry leading provider of innovative transportation solutions since 2010. AGLI has delivered flexible, cost-effective solutions at a price to which you can relate. AGLI provides logistics services including air freight and expedited ground transportation in the U.S. and international air and ocean shipments. Our dedicated staff is customer service orientated and dedicated to providing quality service at competitive pricing.

Air Ground Logistics, Inc. is seeking a full-time Operations Agent to join our team in Bensenville, near Chicago, IL. We are looking for a highly motivated self-starter who can offer a high standard of accuracy and customer service to fulfill the client shipping needs.

Responsibilities include, but are not limited to:

- Representing the company in a professional and ethical manner
- Providing excellent customer service
- Accommodating clients' freight routing needs, scheduling pick-ups and deliveries of shipments
- Performing cost analysis of services provided by different vendors
- Providing proof of delivery to customers
- Data entry of shipments, routing, booking and tracing
- Adhering to TSA /KSMS and other government regulatory compliance standards with regards to booking and routing of all shipments
- Completing proper paperwork
- Preparing quotations and prepare client and agent billings.

Requirements:

- Strong customer service skills a must
- Willing and able to learn new tasks with training provided
- Good verbal and written communication skills
- Ability to work with demanding deadlines
- Ability to work independently as well as part of a team
- Must be detail oriented, thorough, accurate, and solve problems efficiently
- Must have good typing skills and be proficient in Microsoft Office
- Ability to balance multiple priorities

Education:

- Minimum High School Diploma or GED

Industry Experience:

- Industry experience a plus

Benefits & Compensation:

Competitive wages and benefits package, including retirement plan.

Interested persons contact Air Ground Logistics, Inc. at msmith@airgroundlogisticsinc.com.

Email: msmith@airgroundlogisticsinc.com

Address: 754 Foster Ave, Bensenville, IL 60106