



1510 N. Hampton Road
Suite 200
Desoto, Texas 75115

866 624 2661 toll free
972 572 7730 direct
972 572 7745 fax

LOGISTICS OFFICE ASSISTANT

Our Mission:

We don't just ship boring; we specialize in the difficult, unique, unusual & impossible shipments.

Next Exit Logistics saves our customers time & frustration by fully managing expectations with our clients and carriers.

Our Vision:

Next Exit Logistics will be the premier provider of difficult, unique, unusual & impossible shipments.

Our Values:

Advanced Communication	Fun	Solution Driven	Superior Service
Perseverance	Commitment	Fast	
Competitive	Adaptable	Integrity	

We are looking for a candidate who is a known team player, friendly, consistent, agreeable, structured, and very organized for the Office Assistant position.

To be successful in the Office Assistant position you must be detail and task oriented, able to work without supervision, accurate and complete time sensitive projects in a fast-paced environment.

Some daily tasks include for the Office Assistant:

- Answering phones
- Data entry
- Filling out paperwork
- Booking 2 shipments a day
- Updating online logistic information systems
- Calling drivers to check status

Additional Requirements for the Office Assistant:

- 2 years or more of Office Experience
- Degree or Equivalent Experience
- Verifiable proficiency in Microsoft Excel, Word, and Outlook
- Demonstrated ability to Learn New Software Quickly

The Office Assistant candidate will be required to successfully complete a background check and must have two of the three following documents that are unexpired and current: birth certificate * passport * driver's license



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If this Office Assistant position describes you and you want to be a part of our team, then please apply online by clicking the link: <https://ciims.cindexinc.com/job/353413>

What We Do: We don't just ship boring! We can handle whatever your shipping needs, but we specialize in the difficult, unique, unusual & impossible shipments. We have shipped nearly 5 million pounds of pumpkins, rocket launchers, aerial drones, crawler cranes, tanks, bulldozers, and fabricated metals for commercial use and for the CIA. You may not need our services, but our happiest customers have reported that we save them time and frustration.

Next Exit Logistics is located in a professional building in Desoto, Texas 12 minutes from downtown Dallas, Texas. Over the past 7 years, we have continued to develop and maintain strong relationships with customers and carriers across North America.

<http://nextexitlogistics.com/careers/>

Office Assistant