



Who We Are

A high percentage of automated machinery found in American factories is produced in Europe. Located in Dallas, NC, Rankin USA is a leading source of components for these European-made machines.

We have developed an effective supply chain of component manufacturers and trading partners to obtain the brands of products our customers require to keep their factories running.

Logistics Associate Job Description

Rankin USA is hiring a full-time logistics associate to work inside our Purchasing Team to coordinate profitable inbound product shipments. Responsibilities include arranging product shipments, communicating with vendors, and informing our Sales Team with timely shipment information. All industry-specific skills will be taught.

Responsibilities

- Collaborate with other members of the purchasing team to accurately and efficiently arrange product shipments to include:
 - Filing necessary paperwork to ship domestically and internationally
 - Scheduling and coordinating pick up times with carriers
 - Submitting necessary customs documentation
- Communicate with vendors and freight carriers via email and phone to accurately handle shipping inquiries, quotations, troubleshoot concerns, and process shipments
- Help establish and manage carrier accounts including communicating with vendors on delivery ETAs
- Assist our Sales Team with customer order status requests by providing accurate information

Skills

- Excellent attention to detail and communication skills
- Self-starter able to recognize and develop opportunities for deeper freight carrier relationships
- Intermediate computer proficiency in a PC environment and ability to learn additional software programs as needed (web, email, freight carrier portals, data entry, document creation, Microsoft Office, QuickBooks)
- Ability to conduct research, gather data, analyze information, and solve problems
- Dedication to the accuracy and organization of information
- Capable of working with minimal supervision while being team-oriented
- Strong drive to see tasks completed

Minimum Qualifications

- At least 18 years of age
- Eligible to work in the United States
- High school diploma or equivalent

Schedule

- Full-time
- Monday-Friday
- 8:00am – 5:00pm
- No weekends, no overtime

We pledge to give our full and best effort to not only meet our customer's industrial components needs, but to exceed their expectations, earn their trust, and keep their business.

We'd love for you to be a part of our team. Interested? Scan the QR code to apply today!

