



## Job Posting

**Position:** Expeditor  
**Division:** Contract Logistics  
**Reports To:** Shift Manager  
**Location:** Raleigh / Durham, NC  
**Working Hours:** Monday through Friday: 8:00 am to 4:30 pm  
**Posting Date:** October 27, 2009  
**Relocation Assistance:** None

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### **Job Summary:**

The Expeditor is responsible for facilitating and expediting the flow of inbound/outbound product or picking requirements for individual operations or departments. In addition, the Expeditor provides administrative and customer relations support for a department.

### **Duties and Responsibilities:**

- Responds to e-mail and telephone requests to expedite special delivery of outgoing shipments
- Coordinate shipments for inbound/outbound freight or internal picking activities for internal and external customers
- Research and provide receiving/ shipping / product related information to the customer and employees
- Access, update, and maintain material shipment, transfer, and weigh bill information in warehouse and inventory programs
- Work with department management to ensure productivity standards are achieved on a daily basis
- Monitor designated shipping reports for orders that need to be picked
- Completes OBI inspections if required
- Ensure customer product deliveries, shipments and stockroom picks are in compliance with shipping instructions and customer required dates
- Compile, distribute, and maintain reports and metrics
- Provide procedural training to employees if required
- Recommend and drive procedural changes to eliminate causes of errors
- Communicate and develop process enhancements
- Completes special projects and assists other employees as needed



**Qualifications:**

- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience
- One to two years of warehouse experience required
- One to two years of administrative experience preferred
- Forklift experience is helpful
- Ability to communicate - written and verbal
- Ability to read and comprehend instructions
- Ability to establish priorities and to function in a multi-tasked environment
- Ability to work in a team oriented environment
- Possess professional business demeanor
- Knowledge of the following Microsoft software applications - Outlook, Word, Excel, and PowerPoint
- Ability to use GPSM, COT, WHMS, RSV, PMS, SAP, CIEL, and other warehouse inventory and operating programs

Interested candidates may apply by visiting the career section of the Kuehne + Nagel website at [www.kuehne-nagel.com](http://www.kuehne-nagel.com).