



Job Title: Customer Service Representative

Position: Part Time (Possibly Full Time)

Summary:

Wen-Parker Logistics is an international freight forwarding company with offices located throughout Asia and the United States. We are currently seeking a Customer Service Representative for our Columbus, OH branch office.

General Duties and Responsibilities:

- Tracking and monitoring shipments
- Communicating with our customers, origin offices, carriers, etc.
- Providing shipment status information to our customers
- Generating rate proposals for our customers
- Invoicing

Qualifications / Attributes:

- Excellent written and verbal communication skills
- Strong computer skills in Excel and Word
- Detail oriented
- Thorough follow up skills
- Friendly and personable

Contact Information:

Contact Person: Karla Hatley

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