



Highland Tank®

Location - Manheim, PA

The Manheim, PA location is currently seeking an individual for a Dispatch Assistant position. The Dispatch Assistant provides support to the Transportation team. Activities include day-to-day paperwork creation for product orders and shipments. Maintain weekly delivery schedule. Serves as an important communication link between management, Divisional manufacturing, customers and truck drivers.

Duties and Responsibilities

- Create daily loading paperwork (Bill of Ladings) for product shipment
- Assist in contacting customers to arrange deliveries and pickups
- Schedule common carrier pickups for specific customers (LTL and Full Truck load)
- Maintain weekly delivery schedule spreadsheet / calendar
- Organize incoming order paperwork for distribution to production shop
- Assist in keeping track of upcoming orders and delivery dates
- Oversize load permitting and freight quoting
- Provide excellent customer service
- Perform other tasks as directed by supervisor

Qualifications

- College diploma or equivalent preferred
- Three years of experience in an office environment preferred
- Working knowledge of Microsoft Excel and Word
- Ability to create proper business letters or emails with proper grammar / punctuation
- Excellent interpersonal and communication skills
- Data entry experience
- Basic mathematical skills
- Clear handwriting & Detail oriented

Working Conditions/Physical Requirements

- This position is located in an office environment. Interaction within the office and with other Highland Tank locations (via phone and email) is required.
- Ability to retrieve files and move about in an office environment.
- Ability to walk to storage yard to identify and earmark tanks for shipment.

Highland Tank offers competitive wages and a comprehensive benefits package, including paid time off, health and dental insurance, life insurance, and a 401K retirement plan.

To request an employment application or submit your resume, **please email** gwasilewski@highlandtank.com.

Highland Tank
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Highland Tank is an EEO & Affirmative Action employer.