

Demanko HLC Logistics, Inc. – Billing & Documentation Coordinator

Billing and documentation position within a domestic and international transportation company. This is a hybrid position in office and remote.

- Local candidates only.
- Bachelor's degree preferred, but not required.
- Must be able to multitask and work in a fast-paced environment.

Duties include but are not limited to the following: Responsible for the collection and processing of documentation, includes coordination with vendors, sales staff, Demanko management, external dispatchers, drivers, shippers & consignees.

- Communicate with customers and vendors.
- Daily tracking of deliveries.
- Maintain and update electronic records.
- Prepare and update a variety of tracking spreadsheets.
- Process Proof of Deliveries (POD's)
- Invoicing and back up documentation.

Some background experience in domestic and international transportation is preferred but not required. The ability to work independently as well as in a team setting. Proficiency with MS office products is required.

Established in 1992 Demanko HLC Logistics, Inc. is a dynamic global logistics company that offers a positive work environment, competitive salary, and a great benefits package. Tremendous personal career growth potential.

Send cover letter and resume to careers@demanko.com