



### *Job Title*

Intern

### *Location*

Premier Logistics LLC  
555 West 41<sup>st</sup> St  
Tulsa OK 74107

### *Hours/Pay*

- Position is hourly (27 hours weekly)
- Expected hours are on a predetermined schedule
- Length of Internship will be determined. Internship could lead to P/T F/T employment
- Hourly pay is negotiable

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### *Job Responsibilities*

This is a paid internship position. The intern will learn the functions and processes involved with the operation of an asset-based third-party logistics company. Functions learned will include account management, customer service, dispatching, tracking, expediting, warehousing, and specific modes of transportation, including the different types of equipment used to get the product from origin to destination. The candidate will learn the methodology of transportation needs involving different manufacturing environments and commodities exclusive to customers' needs.

- Intern will learn data entry functions to include carrier entry, customer shipments for truckload, LTL, and any duties or projects that will be deemed necessary for the operations department in an asset-based 3PL environment.
- Intern will learn how to communicate as an account manager and customer service rep.
- Intern will learn how to broker freight.
- Intern will learn how to resolve problems in the supply chain, logistics, and transportation environments.
- Job may require working in different Premier locations within the Tulsa area.

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### *Skills Required*

- Positive attitude and a good work ethic are a must.
- Ability to work under pressure.
- Exceptional communication skills are a must.
- Ability to type 30 wpm is expected.
- Computer knowledge in Microsoft applications (Microsoft Office, Word, and Excel).
- Basic understanding of transportation and or Supply Chain Management is expected.
- Must have reliable transportation

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### *Education Requirement*

- College or Technical School student working towards a major in Supply Chain or a related field.