



Logistics Operations

3PL Operation

Administration/Receptionist



WE  
ARE  
HIRING

Insight Logistics was established by an investment. Insight team members with 12+ years of logistics experiences ensure best solutions for clients, vendors and oversea agents. Our company will give our clients new insights, bringing new possibility, opportunity, value, and sustainability into logistics.

[www.insightshippinginc.com](http://www.insightshippinginc.com)

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Insight Logistics (located in Santa Fe Springs, CA) is seeking for enthusiastic and motivated candidate who is detailed-oriented, wishes to grow with the company and obtain experience in international business.

Insight Logistics 에서 2024 하반기 멤버채용 (2ND ROUND) 을 하기와 같이 공고하오니 성실하고 참신한 인재 여러분의 연락을 기다리겠습니다!

- **Open Positions (물류 유경험 / 무경험자 모두 환영)**

- **Logistics Operations (Entry level-3 명)**

- **3PL Operation (Entry level-1 명)**

- **Administration/ Receptionist (Entry level-1 명)**

- Pay range for all listed openings:  
\$45,000 to \$52,000/year (Entry level)

**Logistics Operations/** Essential Duties and Responsibilities include the following but not limited to:

- Manage day to day import/export, air/ocean & transportation operations
- Create air/ocean export documentation including MB/L instruction, MAWB, HB/L or HAWB, manifest, invoices, delivery orders and file reports
- Manage AR/AP and Profit & Loss report and generate timely A/R, A/P billing and Report Profit & Loss
- Monitor all cargoes and provide reports to direct manager to avoid future issues
- Closely monitor and communicate effectively with customers throughout the logistics activity and a high volume of e-mails, phone calls
- Set objects and goals within the team and constantly improve operating process
- Ability to manage and provide proper trainings to the team members in order to provide excellent customer service

**3PL Operation/** Essential Duties and Responsibilities include the following but not limited to:

As a Warehouse Associate, work independently to contribute to inbound/outbound warehouse operations.

Progress in your warehouse career to increasingly more independent and advanced roles.

Receive, check-in and put away stock quickly and accurately.

Replenish picking locations and unload trailers as a Forklift Operator.

Minimum Requirements

Desire to work in a fast-paced, organized and positive warehouse environment.

Ability to frequently lift, push, and slide packages that typically weigh up to 50 lbs, and may weigh up to 70 lbs.

**Administration/** Essential Duties and Responsibilities include the following but not limited to:

Provide general administrative support to the logistics department, including but not limited to managing calendars, scheduling meetings, and handling correspondence.

Assist in maintaining accurate and up-to-date records of shipments, orders, and inventory using our internal systems.

Coordinate with various internal teams and external vendors to ensure timely and efficient delivery of goods.

Prepare and maintain documentation related to shipping, receiving, and logistics operations, such as invoices, bills of lading, and customs forms.

Assist in monitoring and tracking shipments, ensuring they comply with regulatory requirements and customer specifications.

Handle inquiries and provide assistance to internal stakeholders, external clients, and suppliers regarding logistics-related matters.

Collaborate with the logistics team to optimize transportation routes and identify cost-saving opportunities.

Support the logistics team in preparing reports, analyzing data, and identifying trends to enhance operational efficiency.

Assist in managing office supplies, inventory, and equipment necessary for the logistics department's daily operations.

Adhere to safety protocols and maintain a clean and organized workspace.

**Job Requirements:**

- High school/ GED, Bachelors or associate degree preferred
- Proficient in Microsoft office suite. Excel critical to role, but not to hire.
- Attention to detail and well organized
- Strong time management skills
- Communication skills (written and verbal)
- Understanding of international shipping and transportation limitations and regulations
- US work authorization (Required)
- Bilingual (English / Korean)

## Benefit

- Competitive salary
- Paid vacation (starting at 10days) & sick day (5day/year)
- Year bonus based on company growth rate
- Health insurance (PPO)/ Dental, Vision (100% covered by company)
- 401k plan (12 month after starting date)
  
- Pension (Company profit sharing) plan (12 month after starting date)
- H1B, J1, Green card sponsor

If you are interested, please send "a cover letter/ personal statement and resume" via email, [hr@insightshippinginc.com](mailto:hr@insightshippinginc.com).

## Insight Logistics

9719 Santa Fe Springs Rd  
Santa Fe Springs, CA 90670

We, Insight Logistics are an Equal Opportunity/Affirmative Action Employer. All applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status, or any other characteristic protected by law.





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*"Give new insights into logistics"*