



American Cartage & Distribution

250 Moonachie Avenue
"Headquarters Office"
Moonachie NJ 07074
201-478-4600
201-478-4601 Fax

Warehouse Locations:

Central 3PL operations:
650 Bellville Turnpike
Kearny, NJ 07032
201-941-4990

17300 Slover Ave. (4PL)
Fontana, CA 92337

3801 Centerpoint Way (4PL)
Joliet, IL 60436

American Cartage and Distribution, LLC

Warehouse Receptionist – Job Description

Full Time: Monday to Friday 8:30am to 5:00pm (subject to change)

Company: ACD (American Cartage & Distribution)

Reports to: Fred Santiago (Client Service Manager)

Job Description:

Ideal candidates would preferably have/ but not required: experience in a Warehouse/transportation environment. Candidate will work with CSR Team and other departments as needed on clerical duties.

Job Responsibilities:

- Answering Phones
- Scanning EOD Reports
- Signing Drivers & Guests

Skills/ Experiences Needed:

- High School Degree preferred.
- Great communication skills
- Proficient in written communication: emails, letters etc.
- Friendly personality
- Proficient in excel & outlook

Written skills test must be submitted with resume; a test will be sent to you upon applying for this position.

***Please note:** The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*