

ADMINISTRATIVE ASSISTANT

Administrative Assistant is needed in Medford, Oregon for Nationwide Freight Logistics (NFL). NFL is seeking a dynamic and experienced Administrative Assistant who desires a quality work environment. The ideal candidate will have a background in accounting and/or business administration and is looking to be part of an exciting and committed team who believes that **Delivering Trust Daily** is essential to success.

This position's primary objective is to assist the Administrative Manager in performing Freight Brokerage billing/payables and collections, working with clients and carriers to resolve challenges, ensuring accuracy of daily financial reports, assist in month-end closing process, ensuring internal processes surrounding financial reporting are working effectively and other operational projects assigned by the Administrative Manager.

Qualified Candidates Must:

- Have a minimum of 2 years of office experience.
- Be proficient in MS Office programs including Excel, Word, Outlook
- High work ethic and integrity
- Ability to multi-task and work in a fast paced environment
- Demonstrate strong communication skills
- Thrive in a team and culturally strong environment
- Well-developed ability to effectively prioritize tasks and to manage time effectively

Key Responsibilities will include:

- Assist Administrative Manager in freight brokerage billing, payables and collections
- Utilize brokerage software to assist in providing client solutions
- Assist in resolving client and carrier challenges
- Assist Admin Manager in daily financial reporting
- Assist in month-end closing process
- Assist in accounting and operational projects assigned by Admin Manager

Benefits of this position include competitive salary, health insurance package, training and development programs, class "A" office work environment.

All responses will be handled with complete confidentiality. Please respond via email only with appropriate resume and cover letter.

Nationwide Freight Logistics is a Equal Opportunity Employer.