

Employment Opportunity Export Associate

Thiele Kaolin Company, a major producer of coating and filler clays, is currently recruiting for an Export Associate in our Customer Service Department. This position is located in Sandersville, Georgia.

KEY JOB RESPONSIBILITIES

For the assigned territory:

- Develop and maintain good relationships and communication with customers.
- Set up new customers and maintain customer accounts in ERP System.
- Process orders, invoice, and prepare related documents for export accounts as assigned.
- Maintain customer order files.
- Communicate with operations to schedule shipments for customers.
- Prepare and maintain customer information for ISO compliance.
- Check/approve and distribute bills pertaining to areas of responsibility.
- Maintain communication with freight forwarders.
- Provide analysis for railcar and container management.
- Generation of logistics statistics.

JOB SKILLS

- Excellent communication skills (written and verbal)
- Excellent telephone etiquette
- Attention to detail
- Good problem solving skills
- Good organization/prioritization skills
- Proficiency with Microsoft Office Programs including Excel, Word, etc.
- Good knowledge and ability to use an Enterprise Resource Management System
- Willingness to attend training seminars

EDUCATION AND TRAINING

- Four-year college degree from an accredited institution is preferred (Logistic and Supply Chain Management)

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance.

Qualified candidates should email a resume to latonya.martin@thielekaolin.com, please note "Export Associate" in the subject line. Deadline to apply will be April 17, 2019.

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen, and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free Workplace.

