



Warehouse Clerk

Gateway Terminal is seeking a full time Warehouse Clerk.

Gateway Terminal is a leading terminal on the East Coast of the United States, strategically located in the Port of New Haven, Connecticut. Gateway Terminal provides turnkey vertically-integrated logistics services for dry bulk, liquid bulk and breakbulk products. With an irreplaceable infrastructure, Gateway Terminal is one of the only operations in New England that encompasses ship, barge, truck and rail capabilities.

Qualifications

- Strong work ethic.
- Excellent communication skills.
- Ability to multitask.
- Ability to pass a pre-employment drug screening.
- Ability to pass a background check.
- Applicant must have or be capable of obtain a TWIC (Transportation Worker Identification Card.)
- Prior warehouse experience is not required, but is preferred.
- Competent in Microsoft Outlook, Excel, Word.
- Ability to work as a member of a team.
- Ability to follow directions and adhere to Terminal policies and Procedures.
- Excellent Customer service skills.

Responsibilities & Duties

- Printing daily schedule and releases from night before.
- Sign in trucks.
- Answering phone from truckers/customers.
- Update release folder for all customers – 15 folders/15 different customers.
- File all releases received in proper customer folders.
- Create tickets for truck drivers after receiving their release number that need to match the release number received by customers.
- Sharing with coil forklift operator the list of coils to be delivered so he can start sorting in warehouse.
- Provide drivers with directions to the terminal.
- Acknowledging cargo transfer by customer when sold to a different party. Return email of completion and make changes in Inventory system.
- Scanning delivery receipt for multiple customers.
- Send inventory reports to multiple customers.
- Create pick list for cargo being picked up.
- Emailing release documents to customers
- Directing truck traffic with outside management by radio.
- Answer multiple emails from customer with various requests.
- Reconciliation of all delivery with an email report of the day's activities.



Gateway Terminal - Your Gateway to the Northeast

400 Waterfront St. New Haven, CT 06512 | (203) 467-1997 | info@gatewayt.com | www.gatewayt.com

Benefits

- Competitive Pay
- Comprehensive Health, Dental, & Vision Insurance
- 401K with employer match
- Accrued Personal Time Off
- Paid Vacation
- Paid Holidays
- Opportunity to Advance

All qualified applicants will be given equal consideration regardless of race, age, sex, disability, sexual orientation, gender identity, marital status, color, religion, protected veteran status or national origin.