



## Logistics Associate

**Location:** Great Falls, MT

**Summary:** Provide excellent logistical support for all company products and services.

**Duties and Responsibilities:**

- Logistical processing of customer claims includes coordination with vendors, sales staff, customer service representatives, billing representatives and coworkers.
- Arranges shipment of equipment to required destination.
- Receives and maintains records of incoming claims.
- Responds to customer inquiries on claim status.
- Some background experience in shipping, receiving, inventory control and warehousing functions is preferred.
- Data entry is required
- Computer proficiency also is required.

**Additional Job Duties and Responsibilities:**

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of:
  - Company policies, procedures, products and services.
  - General office practices and procedures.
  - Knowledge of the wireless network.
  
  - Computer based programs (Excel, Microsoft office products)
  
  - Time management and organizational skills.
- Skill to:
  - Assess logistical standards and guidelines.
  
  - Perform technical procedures.
  
  - Operate various office equipment such as; a computer, 10-key machine, copy machine, fax machine and multi- line telephone.

**General Company Requirements:**

- Must thoroughly understand the full line of communications products and services offered.
- High school diploma.
- Good mathematical aptitude.
- Strong organizational skills.
- Strong customer service skills

**Education and Experience:**

- 2 years of logistics experience are required

**E-mail your resume to [hr@cellonenation.com](mailto:hr@cellonenation.com)**

**Or mail to  
P.O.Box 3387  
Great Falls, MT 59703**

**Or fax to 406-216-3047**