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Company: Reinhart FoodService, LLC
Location: 4721 Singleton Station Road, South of Topside Rd, Louisville, TN 37777

POSITION TITLE: Clerical Support

Job Requisition Number: 78877

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: A Clerical Support person will assist managers and supervisors with general clerical duties including data entry, photocopying, and filing along with other duties as assigned. The qualified candidate must be able to multi-task and possess excellent follow-up skills with the ability to complete assignments/projects through to completion.

Qualifications include: A high school diploma or equivalent required, with an associate's degree preferred; minimum 1 ? 3 years current office experience and must be proficient in Microsoft Word and Excel. Strong organization and customer service skills are required along with the ability to quickly learn and understand new technical concepts. The qualified person must be able to work independently with minimal supervision and as a team member. Position must pass a post offer drug test and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position.

POSITION TITLE: Order Selector

Job Requisition Number: 78866

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: An Order Selector selects product according to pick labels, places the product in the proper locations on pallets and prepares for shipping. Duties include: scan job functions into labor clock; obtain proper paperwork for the shift; may select products using Vocal-Iex technology; manual transfer of cased product from pick slots to pallet and affix label; secure products on pallets; and other duties as assigned.

Qualifications include: High school diploma or equivalent preferred with a minimum of 1 year related work experience; must be able to lift up to 50 pounds frequently and up to 80 pounds occasionally; must be 18 years of age with the ability to work in varying temperatures from -20F to 100F. Candidate must be able to work independently with little supervision. Position must pass a post offer drug test and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position.

POSITION TITLE: Transportation Specialist

Job Requisition Number: 78867

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: A Transportation Specialist supports daily transportation operations including planning, scheduling manpower, equipment and all clerical duties. This position may be responsible for various types of driver related activities such as routing, driver check in and the monitoring, compliance and performance indicators for driver hours of service. Position must pass a post offer drug test and background check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position. Minimum Requirements: High School Diploma or GED. 3+ years related experience. Proficient computer skills, including Excel. Must be able to work any shift and any day of the week.

POSITION TITLE: Transportation Supervisor

Job Requisition Number: 78875

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: The Transportation Supervisor manages various day-to-day facets of delivery transportation; directly and indirectly supervises multiple drivers; is compliant with DOT regulations, promotes safety initiatives, implements change, and other duties as assigned. **Qualifications include:** A high school diploma or equivalent required with a college degree preferred; 2-4 years current supervisor/management experience working in transportation and logistics; basic knowledge of technical aspects such as XATA, electronic routing system, payroll systems and Microsoft Word and Excel; must be able to work any day of the week any shift. Position must pass a post offer drug test and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position.