



Company Background:

Cadence Premier Logistics in Joliet, IL opened the doors to their new corporate home in December of 2016. We have been in business since 2008 and provide many services to the transportation industry such as e-commerce, local freight transportation, over the road freight transportation, logistics, warehousing, full-service maintenance, and fuel to name a few items. We also pride ourselves on giving back in our local community and our national communities as well. Students who participate in this internship will learn value skills that will translate to the transportation industry.

Job Description

Essential Job Functions:

- Process newly arriving drivers
- Ensure all paperwork is completed by driver
- Compile and organize driver qualification file
- Run MVRs for potential new hires
- File and save paperwork properly (both hard copy and electronic)
- Usher and monitor new arrivals through-out the onboarding process
- Ability to maintain confidentiality

Desired Candidate Attributes:

- Positive Attitude
- Trustworthy
- Willingness to learn and apply knowledge taught
- Good listener
- Clear communication
- Demonstrates confidence

Hours:

- 9 AM – 430 PM Monday - Thursday

Compensation:

- \$12.50 / hour

Successful Candidates will:

- Complete assigned tasks
- Maintain consistent communication with Cadence Premier Logistics