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Operations Clerk | Office Assistant

AAA Cooper Transportation (ND)  ★★★★★ 511 reviews

Oswego, IL 60543

Part-time

[AAA Cooper Transportation \(ND\)](#)



★★★★☆ 511 reviews

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Job details

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Job Type

Part-time

Shift and Schedule

No weekends

Monday to Friday

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- AD&D insurance
- Dental insurance
- Disability insurance
- Employee stock purchase plan
- Health insurance

- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

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Full job description

Job Description:

Our Oswego, IL service center is immediately hiring a Part-time Service Center Operations Clerk.

- Hourly Pay
- **M-F, No Weekends**
- Assist with all aspects of Operations
- Generate reports
- Performs other work-related duties as assigned
- Work with customer service
- Assist Service Center Manager

Join AAA Cooper Transportation today! Our Operations Clerks have helped us be recognized by Forbes as one of America's best midsize employers for 5 consecutive years. This role conducts administrative duties to help the operations team be more efficient. They assist managers with a variety of assignments.

Come join our team and see why our Clerks/ administrators make a difference. More reasons to join one of Americas best midsize employers:

- Paid Holidays
- Paid Vacation
- Employee Stock Purchase Plan
- 401k with company match
- Uniforms
- Health, Dental, and Vision Insurance
- Company Health Savings Account contributions
- Company-paid life insurance
- Long Term Disability
- Dependent Life Insurance
- Accidental Death & Dismemberment Insurance
- Wellness programs
- Safety and Performance Rewards Program
- Tuition Reimbursement Program

Job Requirements:

- Professional verbal and written communication skills
- LTL company experience a plus
- Working knowledge of Microsoft Office software.
- Strong verbal, interpersonal, communication, and organizational skills


Report job

Operations Clerk jobs in Oswego, IL

Jobs at AAA Cooper Transportation in Oswego, IL

Operations Clerk salaries in Oswego, IL

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