



<https://eastman.com.ph/job/logistics-helper/>

## Logistics Helper

### Description

Ensure accuracy of items and complete documentation for delivery and provide exceptional customer service. Act as Back-up Driver as needed.

### Qualifications

- Candidate must possess at least a Vocational Graduate in Automotive, Computer Electronics, Senior High School, High School Graduate, or its equivalent work experience.
- Minimum of two (2) to three (3) years of working experienced employee specializing in retail, wholesale, logistics, warehouse operations, or similar field.
- Familiarity with delivery destinations
- Ensure the accuracy of items loaded to the truck is match with delivery documents.
- Maintain the cleanliness of the delivery truck.
- Secure the items for delivery at all times.
- Ensure to turn over the proof of delivery documents to the dispatcher upon return to the warehouse.
- Handle customer complain in a courteous and professional approach.
- Ensure items are properly labelled.
- Ensure delivery documents are signed by the customer printed name over signature.
- Prepare report concerning delivery and submit to Dispatch Planner.
- Perform other tasks that may be assigned by his/her immediate superior.

### Hiring organization

Eastman Industrial Supply Inc.

### Employment Type

Full-time

### Job Location

2182c Daystar Industrial Park,  
Pulong Santa Cruz, Santa Rosa,  
Laguna, Philippines

### Date posted

September 17, 2022