



# Operations Coordinator (Dispatch)

**Location:** San Jose, CA

**Department:** Operations

**Employment:** Full Time

**Salary:** TBD

GLS, General Logistics Systems Company is an established overnight priority delivery company seeking a qualified and proactive individual to join our dispatch/operations team. Our ideal candidate must be highly motivated to assist our drivers in order to meet and exceed service for our customers.

## **Essential Skills and Knowledge:**

10 key by touch and advanced typing/data entry skill, general math skills, attention to detail and thoroughness, deadline driven and have excellent organizational skills. Able to follow directions and prioritize tasks while interacting effectively with other team members. Intermediate knowledge of excel, word and outlook. Must be able to handle highly confidential information/data appropriately and professionally. Must be 21 years of age and older. High School Diploma required and work experience preferred. Benefits available include 401k, medical options, dental, vision, and more.

ALL APPLICANTS MUST PASS BACKGROUND CHECK and DRUG SCREEN

## **Available Shift:**

Monday-Friday 4:30am – 11:30am

## **To Apply:**

Please email your resume and cover letter to [careers@gso.com](mailto:careers@gso.com) OR

Come down to apply in-person 2419 Zanker Road San Jose, CA 95131 USA; M-F 9AM - 2PM

## **About Our Company**

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GLS, General Logistics Systems Company is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers.

## **EEO Commitment**

GLS, General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GLS and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GLS complies with all laws and regulations relating to employment discrimination, and is always committed to doing what's right.