

Lazy RT Logistics Inc
1263 US 87 North, Roundup, MT 59072
LazyRTOffice@gmail.com
406-839-5130

We are seeking an Office Administrator to join our team! The main duties of this position will be speaking to clients and dispatchers on the phone, ordering oversize permits, and sending paperwork to brokers. We are looking for a candidate who is highly motivated with good communication skills and great attention to detail. Experience in the trucking industry, especially with open deck freight, is a plus but is not required if you are willing to learn. You will be one of three people working in the office. We also have 5 semis and a couple dozen clients that we process oversize permits for.

Responsibilities:

- Order Oversize Permits for our trucking company and clients
- Do daily check ins with brokers
- Greet and assist onsite guests
- Answer inbound telephone calls
- Filing systems
- Perform other office tasks

Qualifications:

- Dependability
- Competent with computers
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills
- Experience in the Trucking Industry is a plus but is not required
- Basic Map Reading and basic understanding of United States Geography
- Basic Problem Solving and Reasoning Skills
- Able to Pass a Drug Test for all Federally Regulated Substances (including marijuana)

Compensation:

- Constant Hours- Monday to Friday, 7:30 am to 4:30 pm with the occasional Saturday on call
- All Major Holidays Off and 6 Paid Holidays per Year
- 10 PTO Days Annually (accrued throughout the year)
- Pay Depending on Experience starting at \$14/ hour
- Onsite Childcare Option

Our office is located on Hwy 87 about 13 miles north of Roundup. For more information about our company, please check out www.LazyRT.com. If you think that this position is one that you might be interested in, please give us a call at 406-839-5130 or send an email to LazyRTOffice@gmail.com.