



**Position:** Logistics Associate  
**Job Type:** Full-time, Entry Level  
**Location:** Wood Dale, Illinois (On-Site; Local candidates only)

**Job Summary:**

The Logistics Associate will focus on setting up and processing new incoming orders. Ensures all shipments are confirmed, prepared, and delivered safely in a timely manner. Assist team members in daily domestic operations.

**Key Responsibilities:**

- Process freight order shipments
- Work with warehouse to ensure shipments are prepared according to customer's requirements
- Monitor and update shipping logs
- Gather competitive freight rates
- Process and dispute freight invoices
- Track and obtain PODs

**Desired Skills:**

- Strong attention to accuracy and detail
- Analytical thought process with a problem-solving mindset
- Strong verbal and written communication skills
- Ability to multitask and prioritize workload
- Self-starter and a team player
- Works well in a fast-paced environment and adapts easily to change
- Proficient in Microsoft Office

**Experience and Educational Requirements:**

- Bachelor's degree or equivalent with relevant experience
- 1-2 years of related experience in Logistics

**Benefits:**

- Medical
- Dental
- Vision
- Life Insurance
- 401(k) Retirement Plan and Company Match
- Paid-Time-Off
- Paid Holidays

If you would like to be considered for the MCA Corporation team of professionals, please email your resume and contact information to [careers@mcappliance.com](mailto:careers@mcappliance.com).