

United States Jobs Expertini®

Training Coordinator

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Company: PGT Trucking, Inc.

Location: Blairsville

Category: business-and-financial-operations

Training Coordinator

Join a fast-paced and energetic workplace where you can build a rewarding career!

With more than 40 years of transportation experience, PGT Trucking Inc. is a leader in flatbed shipping solutions with the best drivers, mechanics and office talent in the industry.

If you are interested in becoming part of our team, there are a few things you should know:

You will have **PURPOSE**. Transportation and logistics are critical to the economy, to commerce and to society; and every person working in the supply chain plays a vital role.

You will **GROW**. Your job will expose you to areas outside of your comfort zone, like economics, mathematics, technology, international law and customer relations. PGT offers in-house training programs and supports education to evolve your role.

You will be **CHALLENGED**. No two days are the same in the transportation industry, and the dynamic nature of the work makes for a challenging and fulfilling career.

Did we spark your interest? Read on and learn more about this role:

How YOU Will Make an Impact

Meets and welcomes new Truck Drivers for new hire training orientation.

Collects and scans new hire paperwork including: driver credentials, driver's license, I-9

employment verification and any other documentation. This also includes taking new hire photographs for driver personnel file.

Schedules, coordinates, and plans all new hire travel accommodations including: hotel arrangements, flights, and rental vehicles. Schedules reservations for new hires as needed.

Completes various administrative duties for the Training and Safety departments.

Assists with the collection of drug tests and creates purchase orders for driver physicals.

Reviews summary of benefits, discusses Carriers Edge Training and helps drivers register for Clearinghouse.

Other duties assigned as needed.

What YOU Need to Succeed

High School Diploma or GED required. Associates or Bachelors strongly preferred.

Must be outgoing, comfortable to speak in a classroom, and have great customer service.

Must be organized, detail oriented, and have a desire to help others.

The PGT Advantage

Competitive salary

Medical, dental and vision coverage

Life insurance

Disability

Paid time off and holidays

Company matched 401k

Let's put your expertise into action, because whether you are behind the scenes or behind the wheel, it takes a TEAM to keep America moving! We are PGT. Join us!

Equal Opportunity Employer

PGT Trucking Inc. is proud to be an Equal Opportunity Employer and committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, sexual orientation, gender identity, age, physical or mental disability, genetic information or veteran status, and encourage all applicants to apply.

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