

Pantos delivers Value Added Logistics Solutions on a Global Scale with a customized approach to meet the client's needs and demands.

Now, are you looking for an exciting new career or to advance your career within the company? If so, we have a great, challenging and dynamic work environment for you.

We are currently searching for a highly motivated **Return Analyst Intern.**

CORE ROLES & RESPONSIBILITIES

[Primary R&Rs]

- 50% Load Planning & RA Management
 - Contacting customers and scheduling pick-ups
 - Creating return load and BOL in TMS
 - Monitoring pick-ups
 - Monitoring aging RA's
 - Support LG with returns related requests
- 20% Customer & Carrier Support
 - Provide updates on status of returns
 - Resolve issues pertaining to load
 - Provide data on past returns
 - Authorize drop offs and accessorial charges
 - Support order management

[Secondary R&Rs]

- 20% AR Support
 - Provide research pertaining to unresolved returns
 - Request PODs from transportation
 - Initiate communication with carriers
 - Use GERP and TMS for support
- 10% General Inquiries
 - Ad-hoc tasks
 - Pulling data
 - Team support

REQUIREMENTS

- Education: Bachelor Degree
- Detail oriented w/ diligent mindset, efficient, time management
- At least 1 year of experience in logistics (Return/reverse logistics) is a plus
- Demonstrated strong proficiency in and use of Computer skills - Microsoft Excel, Word, Access and Power Point.

Job Type: Internship

Job Location: Englewood Cliffs, NJ 07632

Business Hours: Mon-Fri 08:00 AM to 5:00 PM