

## FLI Front Desk/Marketing Assistant – Job Description

Company: FLI Transportation and Logistics  
Location: Overland Park, KS  
Employee Type: Full-Time  
Industry and Job Type: Transportation/Logistics | Administration/Marketing  
Salary: Dependent on experience

*Full-time employees are eligible for FLI's benefits package (PTO, Medical, Dental, 401K) after 30 days of employment.*

We are seeking an individual to provide front desk management and marketing support. The Front Desk/Marketing Assistant will manage the front desk of a medium-sized office while being actively involved in daily marketing, business development and sales efforts. An ability to multi-task efficiently with a strong attention to detail is a must for this position.

### What you'll be doing:

- Answer and transfer inbound calls to the correct desk/manage the phone system (20%)
- Have vision and contribute new and innovative ideas to the marketing and growth efforts of FLI
- Actively participate and assist in marketing initiatives including ad designs, website and social media content creation, drafting white papers and case studies, market research, etc.
- Work with outside vendors for marketing collateral ordering and quality control
- Learn our web-based TMS system from internal and external operating standpoints and be able to conduct system training sessions to FLI customers in-person and/or via webinar
- Data entry and manipulation including importing and exporting files into an internal system
- Analyze raw data and be able to consolidate the information into comprehensive reports
- Greet visitors as they come into the office including preparing, stocking and maintaining the organization of the conference room for meetings (5%)

### What you'll need to do it:

- Excellent verbal and written communication skills
- Experience working with and presenting information to C level executives and potential customers
- Proficiency in Microsoft Office Suite with advanced Excel skills
- Ability to understand and interpret large sets of data
- Must work effectively in an office and team-oriented environment

### Who we are:

Established in 2003, FLI Transportation and Logistics is a privately owned third-party transportation and logistics firm headquartered in Overland Park, KS. FLI offers freight management solutions for LTL, truckload, international and specialized services. At FLI we focus on the unique needs of each individual customer and provide dedicated account management to create centralized and simplified freight management solutions for our customers.

This is not an exhaustive list of duties, responsibilities and skills required for this position. This posting is intended to describe the general nature of the work involved in this job position.

FLI Transportation and Logistics is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status.