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6995 Bethlehem Boulevard  
Baltimore, Maryland 21219

### ***Gate Clerk***

**TradePoint Atlantic LLC** is seeking a **Gate Clerk** to join its Sparrows Point, MD terminal operations team. The Gate Clerk plays a vital role in facilitating the efficient flow of truck traffic at the terminal by ensuring the accurate check-in and check-out of truck drivers. Responsibilities include providing necessary documentation and instructions, as well as directing drivers to the appropriate locations for cargo pickup or delivery. This is a temporary, seasonal, non-exempt, full-time position, with the potential for permanent placement. The position offers an hourly rate of \$20 and does not include benefits. Standard working hours are Monday to Friday, from 7:30 a.m. to 5:00 p.m., with the possibility of overtime during weekdays and weekends.

### ***Essential Functions:***

- Interaction with truck drivers picking up cargo from the facility to accurately identify required pickup information (load verification), provide corresponding terminal information including but not limited to loading paperwork and location of cargo at the terminal, and close out of outbound gate transaction after subject truck has been loaded.
- Operate truck scale software as required depending on the type of cargo being picked up by the truck.
- Navigate and operate the Terminal Operating System at the facility to perform tasks related to truck check-in/check-out and other duties.
- Monitor an email account for customer orders and internal correspondence from corporate office personnel for changes to the daily truck schedule.
- Work independently in the absence of supervision.
- Provide optimal customer service at all times.
- Position may require some additional weekday hours and weekend work.
- This role is especially crucial during inclement weather (snow/sleet) and this individual is expected to work extended hours during adverse weather conditions.
- Overtime rates apply after 40 hours worked per week.

### ***Required Knowledge, Skills, and Abilities:***

- Consistently arrive on time and maintain an excellent attendance record.
- Microsoft Outlook e-mail and basic Excel knowledge and experience is preferred.
- Valid driver's license required and own transportation.
- Frequent sitting with occasional standing
- Maintain a clean work area.
- Candidate must pass a background check and drug test

TradePoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.