

Job Opening: Logistics Service Personnel

Dear [Recipient's Name],

We are excited to announce an opening for the position of Logistics Service Personnel at [Company Name]. We are looking for dedicated individuals who can contribute to our logistics operations and ensure seamless service delivery.

Job Responsibilities:

- Manage inventory and warehouse operations.
- Coordinate transportation and logistics activities.
- Ensure compliance with safety and regulatory requirements.
- Prepare and maintain shipping documentation.

Qualifications:

- High school diploma or equivalent.
- Previous experience in logistics or related field.
- Strong organizational and communication skills.
- Ability to work in a fast-paced environment.

If you are interested in this opportunity, please send your resume and cover letter to [Contact Email] by [Application Deadline].

Thank you for considering a career with [Company Name]. We look forward to hearing from you!

Sincerely,
[Your Name]
[Your Position]
[Company Name]