



**Cobham Mission Systems Division**

2734 Hickory Grove Road  
Davenport, IA 52804-1203 USA

T: +1 (563) 383 6000

F: +1 (563) 383 6323

## Traffic Coordinator

### Principle Duties and Responsibilities:

- Prepares bills of lading or receipts for products, parts, and materials for shipment and routes following customer instructions.
- Processes and distributes shipping documentation.
- Organizes accounting records and freight bills.
- Prepares special documents and labels for hazardous shipments.
- Files and maintains all records of shipments and certifications.
- Uses computer to accomplish job responsibilities.
- Performs all operations according to prescribed safety and environmental principles.
- Must comply with Department of Transportation (DOT) regulations.
- All other related duties as assigned.

### Qualifications (Educational/Experience):

- Associates degree in related field or work related equivalent.
- Computer literate.
- Ability to perform detail oriented work.
- Effective verbal/written communication and interpersonal skills.
- Ability to lift up to 25 lbs occasionally.
- Ability to work in an office or indoor industrial environment.

### Compensation/Benefits:

- Health, dental, vision, and life insurance
- 401K
- Education assistance
- Flex hours
- 15 paid holidays
- Fitness Center
- Business casual dress, and more.

**To Apply:** Send a cover letter and resume by e-mail to: [CMS.DAVapplicant@cobham.com](mailto:CMS.DAVapplicant@cobham.com)

Or you may mail or fax to:      Employment Office  
   **Cobham Mission Systems Division**  
   2734 Hickory Grove Road  
   Davenport, IA 52804-1203 USA

T: +1 (563) 383 6384

F: +1 (563) 383 6106

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