

## **Sea Freight Import/ Export Coordinator**

Minimum 1 year of ocean forwarding experience. (3 years preferred) Candidate must be customer service oriented and capable to establish and maintain good relationships with customers, and providing excellence service to all customers. Must be able to work under pressure, able to cope with tasks in stress situations, and take on additional work load if required.

- Positive work attitude
- Basic computer knowledge and experience with Excel and word
- Able to recognize and resolve day to day operational issues mostly by him-/herself
- Willing to work overtime if required
- Willingness to learn and grow in fast speed environment.
- Good Communication skills (verbal & writing)

Additional requirements for import:

- Basic knowledge of customs clearance and ISF procedures

## **Airfreight Import/Export Coordinator**

### **Air Export**

- General Air export knowledge (AES, Schedule B, TSA, Licensing, carriers, pre-Carriage Arrangements and customer service skills)
- 2-5 years industry experience (depending on position/department)
- Computer skills (Microsoft Outlook, Excel, Word, type 45WPM)
- High School Diploma
- No set schedule – must be able to work a variety of shifts, overtime weekends, and holidays as needed.

### **Air Import**

- General Air import knowledge (AMS, import regulations, Delivery Arrangements, commodities and customer service skills)
- 2-5 years industry experience (depending on position/department)
- Computer skills (Microsoft Outlook, Excel, Word, type 45WPM)
- High School Diploma
- No set schedule – must be able to work a variety of shifts, overtime weekends, and holidays as needed.

### **Sea and Air Logistics Cross Dock/Warehouse Staff**

- Physical requirements: Associates will be standing/walking and bending for majority of shifts and must be able to lift 50 pounds unassisted
- Process requirements: Receives, Checks in, Labels, Sorts and stacks cartons in accordance to Customer warehouse optional procedures
- Uses Customer computerized record keeping systems, including use of radio frequency systems (hand-held computerized gun)
- Loads, unloads and moves materials in a warehouse by hand, dolly or a hand truck
- Performs inventory checks as prescribed by warehouse management and supervisory staff
- Assists in cargo build up into structural airline and /or sea freight containers
- General Requirements: Well-organized, efficient, with the ability to work on more than one task at a time
- Ability to learn quickly and to follow oral and written procedures accurately. High level of honesty and integrity
- Technical Requirements: Operates forklift ONLY if trained and certified
- Certifications: MUST have a valid and up-to-date STA – Security Threat Assessment, as filed with the Dept. of Homeland Security (TSA) Transportation Safety Administration

### **Sea and Air Logistics Cross Dock/Warehouse Staff**

At least 3 years of customs brokerage experience performing the following duties:

- Coordinating and communicating with freight forwarders to obtain shipment arrival information
- Preparing commercial invoices for customs entry
- Classifying goods using Customs classifications guidelines
- Calling airlines, terminals and CFS stations to confirm Customs clearance
- Issuing Delivery Order and dispatching to truckers
- Assembling entry for Customs
- Solid customer service skills and be able to communicate incidents and results clearly and accurately to clients and management
- Working knowledge of the 19 CFR – customs, classification and various other government agency import regulations (EPA, FDA, FCC, DOT, Agriculture, CPSC, F&W, etc.)
- College degree preferred

If interested please contact Don Askey at Abacus Corporation (443) 617-1157