

Import Account Representative (Baltimore)

Vandegrift is a Customs House Broker & NVOCC that has proudly serviced the international trade community since 1951. We are a leader in customs house brokerage services, logistics, and supply-chain services. We are looking for an Import Account Representative.

We are seeking an individual with the following characteristics: attention to detail, well developed multi-tasking, computer skills, excellent customer service skills, ability to handle pressure, ability to meet deadlines, and a desire to work in a team environment.

Requirements:

- High school diploma or equivalent required.
- Must be able to work in a fast paced office.
- Must be proficient with Microsoft Office products.
- Excellent communication and organizational skills.
- Excellent customer service skills.

Import Account Representative Responsibilities:

- Clear shipments through US Customs and other government agencies.
- Compile and prepare commercial documents for entry processing.
- Maintain and develop positive relationships with assigned accounts, provide clients with daily shipment status.
- Arrange inland deliveries and coordinate and confirm release and delivery of cargo.
- Track and trace shipments with steamship lines and airlines.
- Client billing.
- Assist with light office duties (filing, scanning, etc.).

Interested candidates please send your resume: resumes@vandegriftinc.com