



Position: Supply Chain Specialist (Full-time)

Priority Worldwide Services is seeking a long-term, reliable supply chain specialist with strong customer service & IT skills. This candidate reports to the Director of Operations and assumes an intricate role in our team. As a principle PWS representative to customers, this person is responsible for timely, efficiently, and cost-effectively planning and routing international export freight shipments. As an operations leader, this person is responsible for maintaining healthy, mutually beneficial relationships with PWS' international vendors and regulatory agencies.

Candidates must possess or be willing to learn all modes of international export traffic including customs regulations, documentation preparation, and country regulations. Attention to detail and willingness to learn are essential qualities. Candidates will receive extensive on the job training and the opportunity for advancement.

Responsibilities:

- Export shipment completion
- Assist with rate/contract negotiations
- Maintaining vendor relationships
- Constant monitoring of client related e-mails
- Ensure vendor compliance w/ PWS' service standards
- Provide technical assistance and support for account executives
- Provide strong customer service support to provide the ultimate customer experience
- Prepare accessorial international paperwork such as legalized documents, licenses, etc.
- Filing of AES
- Prepare turnover tasks for subsequent shifts

*OTHER DUTIES AS ASSIGNED

Benefits provided for this full time position.

All information will be kept confidential according to EEO guidelines.