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ZUST BACHMEIER OF SWITZERLAND, INC.
International Forwarding and Shipping Agents

JOB POSTING October 6, 2015

OPERATIONS ACCOUNT COORDINATOR

Our company continues to grow and we are expanding our operations department again. We are currently looking for an Account Coordinator experienced in export Ocean & Air freight movement (door to door a plus).

The right candidate must possess good communication skills, good listening skills, be a team player, be able to prioritize the workload and provide exceptional customer service to our clients.

You must also be proficient in Word, Excel and experience in Access and accounting databases is a plus.

Job Description

Coordinate and manage all aspects of export shipments including:

- Communication with clients to schedule export shipments and update as shipments progress
- Handling all types Air (scheduled and charter), Ocean FCL/LCL and Hazmat shipments
- Regular review of client inventories and making bookings with airlines/steamship lines
- Coordination of packing/loading with warehouse for scheduled export shipments
- Usage of in house database for opening, scheduling, documentation of all shipments
- Accurate export documentation to include bills of lading/airway bills, inland bills of lading, certificate of origin, commercial invoice and packing lists
- Coordination with overseas offices/agents to perform clearances/delivery as required by clients
- Invoicing of shipment files
- Closure of completed files

This is a full time position, 08:15am – 5:00pm, Monday – Friday.

Please send resumes to rachael.flynn@zust.com to be considered for the position.