

**Vandegrift / CH&NVOCC – Entry Level Position**

Vandegrift is 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 to fill an entry level position in our Importer Security Filing department.

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

- \* High school diploma or equivalent required.
- \* Must be able to work in a fast paced office.
- \* Must be proficient with Microsoft Office products, specifically Excel.
- \* Excellent communication and organizational skills are required.
- \* Excellent customer service skills required.
- \* Tracking and tracing shipments with steamship lines.
- \* Ability to accurately type a minimum of 50 words per minute.

Please email your resume and salary requirements to [resumes@vandegriftinc.com](mailto:resumes@vandegriftinc.com) to be considered for this position.