

Import Forwarding AGENT 1 (Non-Exempt)

Daily Responsibilities:

- Review and verify documentations to initiate file opening
- Timely and accurate File Processing
- Provide friendly Customer Service
- Initiate shipment coordination with clients and vendors
- Coordinate pick-ups with clients and truckers
- Issue billing timely
- Process payments to vendors
- Vendor Interaction
- Assist Team Members
- Communicate effectively with clients and vendors

Desired Skills:

- Cargowise Knowledge
- Familiarity with AMS / ISF Requirements
- History of Reliability and Responsibility on the Job

Required Skills

- Minimum Education: H.S. Diploma/GED
- Minimum Experience: 1 Year
- General Computer Literacy (Outlook, Word and Excel)
- General Knowledge of Truckers and Carriers
- Ability to Perform Basic Math Skills
- Good Interpersonal Skills
- Able to Work Under Pressure
- Able to Handle Multiple Priorities
- Read, Speak and Write English Fluently
- Successfully Complete Required Background Check
- Ability to sit for long periods of time
- Ability to use computer keyboard for long periods of time

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.