

IMPORT AGENT / ENTRY WRITER

Daily Responsibilities:

- Timely Transmissions to Customs
- Classifying Documentation
- Reviewing and Verifying Documentation
- Customer Service
- Practice Compliance with Regulations
- Assurance of Delivery Order
- Be Aware of and Perform Contracts with Customers
- Accurate and Timely Billing
- Provide Outreach in Education to Business Partners
- Promote additional business opportunities for the Company
- Vendor Interaction
- Assist other Team Members
- Arrange Payments for Charges Due
- Resolve Billing Disputes
- Interdepartmental Communication
- Coordination with Brokerage Department
- Investigate problems
- History of Reliability and Responsibility on the Job
- Multitask between ocean and air operations

Desired Skill:

- Cargowise Knowledge
- Familiarity with ABI, AMS and ACE
- Web tracking
- ACT
- Able to Work Under Pressure
- Haz-Mat Certified

Required Skill:

- Minimum 2 Years Entry Writer Experience
- General Computer Literacy
- General Knowledge of the Harmonized Tariffs
- General Knowledge of Customs Regulations
- General Knowledge of Trucker and Carrier
- General Knowledge of Microsoft Office Suite (Outlook, Word and Excel)
- Ability to perform Basic Math Skills
- Good Interpersonal Skills
- Read and Write English Fluently
- Good Written and Oral Communication Skills
- Good Time Management Skills
- Good Organizational Skills
- General Knowledge of LCL, FCL, Ocean and/or Air Consolidations
- High School Graduate or GED
- Successfully Complete Required Background Check

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.