

# IMPORT BROKERAGE MANAGER

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### Daily Responsibilities:

- Ensuring regulatory compliance of brokerage department
- Hires, oversees, reviews, and disciplines staff
- Department budgeting and planning
- Responsible for department P/L
- Maintain work progress
- Ensure staff receives appropriate training
- Mentoring and Coaching
- Assisting in the development of new business
- Provide guidance to improve customer satisfaction
- Liaison To Corporate Management

### Desired Skills

- Successfully managing a P&L
- Familiarity with all aspects of logistics operations
- Familiarity with ( SIX SIGMA )
- Cargowise Experience – Customs Declaration/Dashboards/Reports
- Reconciliation Experience
- IE/TE/IT (in-bond) Experience
- FTZ/Bonded Warehousing Experience
- USMCA Experience
- Time management skills
- Organizational skills
- Familiarity with freight management systems
- Good interpersonal skills
- Knowledge of cross-border processes
- Dangerous goods experience

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#### Required Skills

- Experience in interacting with high level clients
- Customs Bonds Process
- Customs Broker License or in Process
- Up to Date on 301 Happenings
- PSC/Protests/Auditing/Ace Portal
- Drawback Experience
- OSHA and HR
- Progressive management experience ( Min. 5 years )
- Microsoft Office Suite intermediate knowledge
- Knowledge regulations (19CFR)
- Excellent verbal and written communication skills
- Fluent in English
- Pass 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.

Agreed

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Manager

Date

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Employee

Date