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Consolidators

N.V.O.C.C./O.T.I.

Custom Brokers

Freight Forwarders

Worldwide Logistics

Domestic Logistics

Total Logistics Solutions

American Shipping Company

Import Breakbulk Specialist

American International Cargo Service Inc. Our wholly-owned N.V.O.C.C./O.T.I. and Freight Consolidator - offering ocean and air cargo transportation covering both import as well as export.

Job Description:

This position is for local residents only.

Sorry, Visa / sponsorship not available.

SUMMARY

American International Cargo Service is currently searching for a motivated and personable individual for our Import Department. This Position is responsible for ensuring the proper and timely movement of cargo and information, while complying with any internal and external requirements. In addition, developing and maintaining relationships with carriers, airlines, customers, and warehouses to guarantee the timely delivery of shipments.

DUTIES AND RESPONSIBILITIES

Daily correspondence with overseas partners

Confirm bookings with clients

Effective communication with customers, vendors and co-workers, through emails, phone calls

Accurate and timely data entry into our system

Review AMS filings for accuracy

Update EDI records

Confirm arrival information with ocean and air carriers

Freight payments to ocean and air carriers

Maintain strong and effective relationship with vendors (shipping lines, airline, co-loaders, truckers, etc.).

Accurate and timely billing to customers

Tracking and Tracing shipments to the final port

Must have a desire to understand the operational process flow

Qualifications

Minimum 3-5years NVOCC/O.T.I. (Non-Vessel Operating Common Carrier/Ocean Transportation Intermediaries) Experience Required.

Excellent Organizational and typing skills required.

Ability to perform each essential duty satisfactorily

Exceptional client communication

Job Type: Full-time