

NVOCC Import Breakbulk Agent
Long Beach, CA (USA)/ Moonachie, NJ

Post Date:	11/30/17	Company:	American International Cargo Service Div. of American Shipping Co, Inc.
Compensation:	Commensurate with experience	Contact:	Janet Vargas-Human Resource
Job Type:	Full Time	Phone:	
Education:	High School / GED	Fax:	
Experience:	3- 5 years	E-Mail:	Janetv@shipamerican.com
Travel:	Negligible		
Reference:			

Company Profile:

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.

OCEAN IMPORT COORDINATOR

SUMMARY

American International Cargo Service is currently searching for a motivated and personable individual for our Import Department. The Import Coordinator is primarily 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, though 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