

Import File Handler - Pre-Entry

Moonachie, NJ (USA)

Post Date:	02/17/17	Company:	American Shipping Company Moonachie, NJ
Compensation:	not given	Contact:	
Job Type:	Full Time	Phone:	
Education:	High School / GED	Fax:	
Experience:	Entry Level	E-Mail Address:	DonnaMH@shipamerican.com
Travel:	Negligible		
Reference:			

Company Profile:

THE AMERICAN COMPANIES are proud to have one of the finest teams in the business. We have licensed brokers who have the savvy to review your product line and properly classify goods. We have hands-on knowledge of rules and regulations to facilitate customs clearance. Additionally, with personnel worldwide, we can represent your company to the manufacturer, giving you a direct line of communication with the supplier.

Job Description:

**This position is for local residents only.
Sorry, Visa / sponsorship not available.**

**Clerical Import File Handler- Pre-Entry
Entry Level Full Time 8:30am to 5:00pm**

Benefits Provided

Compensation based upon applicable industry experience

American Shipping Co., Inc. Moonachie, NJ is seeking to fill an Entry Level Clerical Position within our Custom's Brokerage Import Department

Job Summary:

This role is to handle the initial process of opening the customs entry file in the operations system which will involve data entry input of information and external communications with vendors and internal communication with both Entry Processors and Customer Service.

Job Requirements:

- Receive electronic or hard copy documentation/manifest
- Email documents printed the same day.
- Track documents within system to see if file is already opened
- If file is not open enter all data into the system for a new file
- Contact Vendors for missing paperwork to complete the file.
- Issue checks for collect charges due for release of shipments
- Process files within the time limit set in company SOP
- Must be able to identify what documents are needed for release of the shipments. This is only expected after training is completed.