



ICCPA

International Compliance Professionals Association

Job Opportunity

Company	Interstate Personnel Global Logistics Division
Job Title	Import Supervisor
Location	Philadelphia, PA
Salary Range	60-65k
Relocation Assistance	possibly

Job Description / Responsibilities / Requirements

Position Description Summary:

Responsible for providing high level of support and supervision to import department by managing the daily activities of the import team.

Principal Accountabilities (The following is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all expectations.):

- Ensure outstanding service to import team by training, coaching and managing associates within team, overseeing workflow and work prioritization and by communicating directly with team
- Resolve workflow and special processing issues by maximizing productivity and resource allocation and by analyzing problems and communicating ideas and solutions to other supervisors and managers
- Ensure regulatory compliance by administering company policies and procedures and by establishing audit procedures
- Keep internal and external customers updated in regards to the arrival of shipments, any delays of their cargo, and when their shipments are available for pick up and/or delivery.
- Initiate and maintain customer master profiles in order to have correct information on hand in order to offer consistent service.
- Maintain close liaison with the U.S. Customs Service and other government agencies for various specialized U.S. Customs clearance requirements.
- Communicating information and instructions to/from vendors.
- Researching and resolving operational problems.
- Train new hires on departmental processes and procedures.
- Review all documents, contact all first-time customers, perform credit checks, and handle other tasks as needed

Education, Knowledge, Experience and Skills Required for Position:

- Bachelor's degree or equivalent strongly preferred
- Generally prefer 2 years of related supervisory experience

- Knowledge of Word and Excel
- Knowledge of general freight forwarding terms and standards
- Knowledge of U.S. Customs Regulations and Harmonized Tariff Schedule
- Basic knowledge of accounting functions and relative information retrieval
- Exceptional interpersonal and analytical skills required

Contact Information to Apply

Lisa Donabedian-Vice President National Accounts
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Job Opportunity

Company	Interstate Personnel Global Logistics Division
Job Title	Senior Import Coordinator
Location	Charlotte, NC
Salary Range	43-49K
Relocation Assistance	possibly

Position Description Summary:

Responsible for ensuring legal compliance and providing import administration and control within government rules and regulations, including appropriate licensing for shipments. Review contracts for required clauses and identifies omissions. Interface with internal and external customers, foreign order administration, freight forwarders, customs officers, and other functional areas to ensure coordination and logistics of shipment. Select carrier/forwarder for shipment of products and prepares documents for freight forwarders. Accurately perform all accounting functions related to the billing, distribution and collection of funds for the client's cargo.

Principal Accountabilities (The following is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all expectations.):

- Prepare price quotations on inbound international freight
- Rate and route international traffic
- Follow up with customers to resolve inquires
- Prepare, route, and cut air bills and manifests
- Correct billings and issue debit and credit memos for customers
- Arrange for pick up and movement of freight to gateways
- Expedite inbound import traffic to facilitate customs clearance
- Initiate and maintain customer master profiles in order to have correct information on hand in order to offer consistent service.
- Maintain close liaison with the U.S. Customs Service and for various specialized U.S. Customs clearance requirements.
- Key in U.S. Customs entry line items into the Import CHB Computer System and submit entry to customs.
- Communicating information and instructions to/from vendors.
- Researching and resolving operational problems.
- Review all documents, contact all first-time customers, perform credit checks, and handle other tasks as needed.

Requirements:

Must be able to pass any federal/state/local government, airport, or company-required background checks, clearances, and/or drug and alcohol tests.

High school diploma or equivalent required

This is a senior level position. Generally prefer 3-6 years of experience. Good interpersonal skills required. Knowledge of Word and Excel. Knowledge of general freight forwarding terms and standards. Knowledge of

U.S. Customs Regulations and Harmonized Tariff Schedule. Basic knowledge of accounting functions and relative information retrieval.

Contact Information to Apply

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