

Now Hiring: Import Coordinator

Position Profile:

Anixter is seeking an import coordinator as part of the international transactions team at its corporate headquarters in Glenview, IL.

Responsibilities and Duties:

- Handle all aspects of each import entry including: determination of importer of record, inbound transportation, product classification, country of origin designation, delivery instructions
- Work with customs broker and freight forwarder to ensure smooth movement of product through customs to delivery point
- Coordinate expedited shipments
- Communicate and coordinate with counterparts in other regions
- Interface with domestic transportation and other departments in support of the import process
- Crisis management / problem resolution
- Maintain working knowledge of U.S. import regulations

Requirements:

- Logistics knowledge
 - o Import processes – familiarity with the Harmonized Tariff Schedule of the United States, roles of the parties to the transaction, importer of record responsibilities
 - o International transportation - terminology, pricing structure, service, transit
- Strong written and verbal communication/interpersonal skills
- Strong organizational skills
- Anixter experience desirable

Benefits:

- Paid vacation that increases with tenure
- Medical, Dental, Vision and Life insurance
- Easy commute: walking distance to Metra station and access to major highway nearby
- Paid national holidays
- On-site cafeteria
- 401(k) with company match
- Flexible spending accounts for health, dependent care and commuting expenses
- Employee referral program

Anixter is an Equal Opportunity and Affirmative Action Employer; Minority / Female / Disabled / Veteran. We require all of our employees to perform work in an ethical manner and uphold a culture of honesty and ethics at all times.

https://www.anixter.com/en_us/about-us/careers.html