**Import Supervisor TCRS2234**

**HIGH LEVEL OVERVIEW**

Supervise the Import Dept. for this mid-size Customs Brokerage firm in the Buffalo, NY area – afternoon shift

**EXPECTATIONS**

✓Supervise the Import Department for a mid-size Customs Brokerage firm

✓Ensure resolution of all account issues – work with clients when necessary

✓Responsible for collection of outstanding invoices and maintaining profit & expense oversight

✓Ensure staff is properly trained; and approve all vacations, luncheons and outages

✓Attend transportation related meetings deemed necessary by the Company

✓Auditing/Procedures/Compliance/Profitability/Employee Evaluations & Staffing

✓Will keep upper Management fully informed of any & all Customs and operational related issues.

**ESSENTIALS**

✓High School graduate or equivalent

✓**Customs Brokers License preferred**

✓Proven Leadership skills

✓Proven ability to communicate effectively orally and in writing

✓This is an afternoon shift

**TO APPLY EMAIL YOUR RESUME TO:**

Linda Lexo at [linda@traderecruiting.com](mailto:linda@traderecruiting.com) or Rick Miller at [rick@traderecruiting.com](mailto:rick@traderecruiting.com)

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