

OCEAN TRAFFIC IMPORT COORDINATOR

Advance Customs Brokers, a Customs House Broker, offers cargo clearance throughout U.S. ports of entry and delivery of cargo among its various importer services. Our company works exclusively with perishable cargo (frozen and fresh fruits and vegetables). Ocean traffic import coordinators are responsible for ongoing follow up with government agencies and carriers such that you are in constant communication with our clients regarding the status of product clearance and ensuring timely receipt of those products to their destination. To be effective in this role you must be honest, dependable, organized, and responsible. You are a detail-oriented problem solver, who does whatever it takes with 100% commitment to our clients.

*****WE ARE LOOKING FOR AN INDIVIDUAL IN THE PHILADELPHIA AREA THAT WILL WORK FROM HOME. MUST HAVE WORK AT HOME DISCIPLINE, AND SELF-MOTIVATION. A QUIET HOME OFFICE, PROPER TECHNOLOGY (i.e.- monitors, high speed internet, phone), AND ABLE TO TROUBLESHOOT SIMPLE IT ISSUES.*****

SELECTED INDIVIDUAL WILL BE REQUIRED TO TRAIN IN MIAMI FOR MINIMUM OF 2 WEEKS. MAY ALSO BE REQUIRED TO TRAVEL TO MIAMI FROM TIME TO TIME AS NEEDED.

Key Accountabilities:

- Vessel tracking on Carrier websites and by phone.
- Confirm Government inspection times with the carriers and notify customer accordingly.
- Checking for Government agency releases utilizing specialized website (software).
- Notify the customer in writing if cargo is on hold and keep them informed of delays and expected releases.
- Send delivery orders to carriers/truckers several days prior to release to ensure truck power availability.
- Contact carriers/truckers and arrange for delivery of cargo once cargo has cleared Customs.
- Respond to customer inquiries by phone and email.
- Update customer chart as new shipments arrive.

Requirements:

- College degree or equivalent work experience.
- Detail-oriented.
- Computer skills
- Produce Import experience.
- Traffic Coordinator experience is a **must**.
- Communication- Communicate effectively and appropriately. Speak and write in a clear and credible manner. Actively listen to others. Must be able to professionally communicate with customers, externally and internally.
- Positive attitude
- Ability to work well independently and in a team environment.
- Ability to handle stress appropriately and interact well with others.
- Organized
- Self-motivated
- Great attendance is a **must**.
- Authorized to work in the United States.

Preferred Skill:

- Bilingual-English/Spanish

Job Type: Full-time

Pay: \$52,000.00 - \$70,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Holidays
- Monday to Friday
- Weekends as needed.

Experience:

- Traffic Coordinator is a must: 2 years (Required)

Location:

- Philadelphia, PA (Required)

Work Location: Remote

Please submit resume to Milagros Rivera- HR Manager

Email- millie@advancecustomsbrokers.com