

## Clerical - Import File Handler

Moonachie, NJ (USA)

---

<b>Post Date:</b>	03/04/14	<b>Company:</b>	American Shipping Company
<b>Compensation:</b>	\$11 /hour	<b>Contact:</b>	DonnaMH@shipamerican.com
<b>Job Type:</b>	Full Time	<b>Phone:</b>	
<b>Education:</b>	High School / GED	<b>Fax:</b>	
<b>Experience:</b>	Entry Level	<b>Mailing Address:</b>	
<b>Travel:</b>	Negligible		
<b>Reference:</b>			

---

### 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 as well as 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.

The goal of The American Companies is to create unique partnerships that add value to the logistics process and to deliver a competitively priced program that exceeds our customers' expectations.

### Job Description:

**This position is for local residents only.**

**Sorry, Visa / sponsorship not available.**

Import Dept. File Handler- Pre Entry Entry Level- F/T Days; M-F 8:30am to 5:00pm

Benefits Provided

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.

## **CORE RESPONSIBILITIES:**

- Receive electronic or hard copy documentation/manifest
- Save receipt (how documents were received including time and date stamping)
- Track within system to see if file is already opened
- Place billing sheet, audit sheet (where required) and any other necessary documentation in folder
- Open file in operating system (minimum information including B/L number (Master and House), container number should be indicated
- Contact Customer Service if commercial documents are missing. If only copies provided and original documents are needed, contact Customer Service.
- Contact consolidator if arrival notice is missing (keep copy of written correspondence in file). Place notes in remarks field of operations system.
- Contact steamship company (on direct shipments) regarding shipment details including steamship name, voyage, piece count, number of containers (verify those numbers against the bill of lading) ETA, freight location, name of person you have spoken to, time and date of call. Place notes in remarks field of operations system.
- Cut ocean freight checks for those accounts that require payment.
- Place pink (billing) tag on file, blue (missing documents), green (FDA or OGA), on upper left side of folder
- Notate in remarks date the Entry Processor is given the file – pay close attention to detail where delay in processing occurs.
- File to be transitioned to Entry Processor – include copy of any written correspondence in file. Place notes in remarks field of operations system.

## **NO CUSTOMER CONTACT**

### **Job Requirements:**

- Clerical/Data Entry - Entry Level
- F/T Days Logistics Experience and/or International Business Education Preferred.
- Must be detailed oriented.