
The American Companies - American International Cargo Service, Inc.

Clerical Freight Forwarder Documentation Coordinator
Schaumburg, IL (USA)

Post Date:	09/27/13	Company:	The American Companies- American International Cargo Service, Inc.
Compensation:	\$13 /hr	Contact:	Donna Maurice-Hoffman Human Resource Manager
Job Type:	Full Time	Phone:	
Education:	High School / GED	Fax:	
Experience:	6 months - 2 years	E-Mail Address:	DonnaMH@shipamerican.com
Travel:	Negligible		
Reference:			

Company Profile:

The American Companies has provided a high quality, cost-effective level of service to the transportation community for over 100 years - our flagship business, American Shipping Company, was originally founded in 1899. As a Nationally Permitted U.S. Customs Broker & Export Foreign Freight Forwarder, we participate in all phases of the Automated Broker Interface (ACE, RLF, ACH, AES, AMS, CSI, ISF, reconciliation and all other programs), enabling us to custom clear merchandise or export your cargo as quickly and efficiently as possible.

AMERICAN INTERNATIONAL CARGO SERVICE, INC. is our wholly - owned N.V.O.C.C./O.T.I. and Freight Consolidator - offering ocean and air cargo transportation covering both import as well as export. Providing weekly consolidation and services to and from over 50 countries - Asia, Europe, and most of South/Central America - we can ensure you access to virtually all port and airport pairs under the safety of our own contracts. You will be able to access our multiple carrier selections in every mode of transportation - ensuring that your cargo moves rapidly year-round, at your required price point and transit time.

Job Description:

This position is for local residents only.

Sorry, Visa / sponsorship not available.

Break Bulk Forwarder/Document Coordinator

JOB SUMMARY:

This role is to handle the daily documentation operations for the local branch and/or region.

Job Requirements:

CORE RESPONSIBILITIES: Minimum 1 year Experience with a Breakbulk Freight Forwarder/NVOCC - Ocean Imports

Daily correspondence with overseas partners
Confirm bookings with clients
Open Files based on Confirmation of Sailings
Provide Confirmation of Sailing to Customer Service
Check AMS for accuracy
Update EDI
Confirm Arrival Information (with Carriers or Coloaders)
Billing / Arrival Notices
Cut Checks (Ocean Carrier or Airline)
Tracking & Tracing Containers to Final Port
Settlement (Close File)
Limited Spot Quotes
Excellent Organizational and typing skills required.
MAINTAIN COMMUNICATION WITH SALES AS NEEDED.
LIMITED CUSTOMER CONTACT