

Import Dept.-Clerical Docs Processor - Entry Level
Bensenville, IL (USA)

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Post Date:	03/30/10	Company:	American Shipping Company
Compensation:	\$11 /hr	Contact:	Donna Maurice-Hoffman, HR Manager
Job Type:	Full Time	Phone:	
Education:	High School / GED	Fax:	201-478-4687
Experience:	Entry Level	Mailing Address:	
Travel:	Negligible		
Reference:			

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. We have 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.

Job Description:

This position is for local residents only.
Sorry, Visa / sponsorship not available.

Import Clerical/Docs Process Handler
Entry Level - Will train

American Shipping Co., Inc. Bensenville,IL, is looking for a Customs House Brokerage Department Trainee. Great Opportunity to learn an exciting field in Import F/T Days; Company Paid Health Benefits, after 3 months. Please contact Human Resources at e-mail: DonnaMH@shipamerican.com or Fax 201-478-4687

Job Requirements:

Data Entry Skills a must. Good Inter-personal skills required. Must be able to work in a fast paced environment and process a high volume of documents.