Company Profile:
American International Cargo Service Inc. 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.

Job Description:
This position is for local residents only. 
Sorry, Visa / sponsorship not available.
OCEAN IMPORT COORDINATOR

SUMMARY
American International Cargo Service is currently searching for a motivated and personable individual for our Import Department. The Import Coordinator is primarily responsible for ensuring the proper and timely movement of cargo and information, while complying with any internal and external requirements. In addition, developing and maintaining relationships with carriers, airlines, customers, and warehouses to guarantee the timely delivery of shipments.

DUTIES AND RESPONSIBILITIES

Daily correspondence with overseas partners
Confirm bookings with clients
Effective communication with customers, vendors and co-workers, though emails, phone calls
Accurate and timely data entry into our system
Review AMS filings for accuracy
Update EDI records
Confirm arrival information with ocean and air carriers
Freight payments to ocean and air carriers
Maintain strong and effective relationship with vendors (shipping lines, airline, co-loaders, truckers, etc.).
Accurate and timely billing to customers
Tracking and Tracing shipments to the final port
Must have a desire to understand the operational process flow

Qualifications
Minimum 3-5 years NVOCC/O.T.I. (Non-Vessel Operating Common Carrier/Ocean Transportation Intermediaries) Experience Required.
Excellent Organizational and typing skills required.
Ability to perform each essential duty satisfactorily
Exceptional client communication