

**Responsibilities:**

Summary:

*Handling Files from A-Z (opening , dispatch etc )*

*Dealing with airlines*

*Dispatch with our truck or commercial carrier*

In this role you will communicate with airlines, review bills of lading, invoices, certificates of origin, declarations, packing lists, destination control statements, Inspection Certificates, NAFTA Certifications, letters of credit, tariff classifications, etc.

You are the ideal candidate if you have at least 3 years' related experience, have recently worked in the international freight forwarding industry, and have worked a high-volume desk A-Z for inbound shipments

**Responsibilities:**

- Tariff classification
- Review imports and process any needed import paperwork, documents/releases
- Receive, review and follow-up on vendor documents
- Container file reviews with inventory costing/landed costing; C-TPAT
- Item information updates in both the database system and Excel quote spreadsheets
- Forwarder/broker invoice review and approvals (export invoices are minimal, so focus is on import invoices)
- Update and run weekly container reports
- Auditing of co-worker's files to ensure compliance and accuracy
- Regular email correspondence

**Requirements:**

Need someone who can hit the ground running!

- Associate's Degree preferred
- 2+ years' import experience (preferred experience in an importing company outside of a brokerage firm)
- Experience in an International Air Traffic environment analyzing documentation
- Excellent interpersonal and communication (written and verbal) skills
- High level of attention to detail
- Follow through and completing projects on time
- Must be well organized
- Strong computer skills, especially Excel
- Quick learner
- Self-motivated and driven individual who is a team player who is happy to work in a smaller office
- Assist with other duties as necessary

- Employee must have capability of special type of arrangement such as OOG, ISO Tank, Roro and Breakbulk cargo experience
- Employee must have an understanding in international freight forwarding operations
- Employee must have an understanding of TSA security regulations
- Employee must have an understanding of federal regulations that pertain to international import of shipments
- Employee must have an understanding of worldwide import regulations

If you or someone you know is qualified for and interested in the Air Import Specialist job in the Itasca area, please send resumes to [aberlanga@advancedresources.com](mailto:aberlanga@advancedresources.com).