

We are seeking an experienced, high-volume, Ocean Import Specialist with at least 3 years' experience in the International Freight Forwarding industry, working with FCL and LCL from pre-arrival through arrival for our client located in the Wood Dale, IL area. In this role you will work with break bulk transfer loads, acting as a liaison between organization, truckers, steamship lines, and dispatch. You will also review bills of lading, letters of credit, and tariff classifications, submit ISFs, and follow up on vendor documentation. You are the ideal candidate if you have at least 3 years' related experience, have recently worked in the international freight forwarding industry in a similar role, and have worked a high-volume desk A-Z for inbound shipments.

Responsibilities:

- Receive, review, complete and submit ISFs (Importer Security Filings) to brokers
- 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/Preferred Qualifications:

- Associate's Degree preferred
- 2+ years' import experience (preferred experience in an importing company outside of a brokerage firm)
- Experience in an Ocean 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

If you or someone you know is qualified for and interested in the Ocean Import Specialist job in the Wood Dale, IL area, please send resumes to aberlanga@advancedresources.com right away!