



FA International is looking for an Air/Ocean Import-Export Coordinator who enjoys working remotely. Here at FA, we are thriving to offer everyone a different lifestyle, freedom, and a sense of ownership. As an Air/Ocean Import-Export Coordinator your primary functions will be booking approvals and onboarding new customers, making sure the movement of freight across the globe is coordinated and executed successfully according to our customers' needs. Manage the overall compliance process for customer Import-Export shipments. If you are looking to do great work with great people, we would love to hear from you.

#### **RESPONSABILITIES Ocean Import:**

- Track/trace ocean shipments.
- Communicate with clients, carriers, and agents
- Prepare documentation and manifest of import paperwork for customs

#### **RESPONSABILITIES Air Export :**

- Manage the customer shipment process for assigned international and export accounts from shipment readiness until delivery at destination
- Receiving and responding to inbound telephone calls and web/email inquiries from international customers, freight forwarders, field sales and plant personnel
- Interface with freight forwarders, carriers, brokers
- Knowledge of export rules and regulations, free trade agreements, Incoterms, etc.
- Prepare necessary documentation to ensure uninterrupted transport of product

#### **REQUIREMENTS**

- 1-3 years of previous international logistics/transportation experience with Air/Ocean Operations
- Computer knowledge (Cargo Wise, Excel & Outlook)
- Well diverse in various trade lanes (Asia, Europe, Mediterranean)
- Drayage knowledge
- Customs processes and procedures
- Knowledge of Export rules and regulations, free trade agreements, Incoterms
- Excellent oral and written communication skills.
- Task oriented/objectives driven.