



# GlobalTradeJobs

## Full Job Description

## Company Description

**“We’re not in the shipping business; we’re in the information business” -Peter Rose, Expeditors Founder**

**As a Fortune 500 company, Expeditors employs more than 17,000 trained professionals in a worldwide network of over 300 locations across six continents. Expeditors satisfies the increasingly sophisticated needs of international trade through customized solutions and seamless, integrated information systems.**

**Global supply chain management is what we do, but at the heart of Expeditors you will find professionalism, leadership, and a friendly environment, all of which foster an innovative, customer service-based approach to logistics.**

**We believe our employees are our greatest competitive advantage, by focusing on our values and culture we make Expeditors’ greatest competitive advantage in global supply chain services.**

***“You’d be surprised how far we’ll go for you.”***

## **Job Description**

### **Operations:**

- **Ensure accurate and timely pre and post entry requirements from inception to delivery.**
- **Meet compliance at all times to regulations. This includes internal policies and procedures such as operational Process Standards (OPS) and external government regulations or customer policies / requirements.**
- **Understand department process flow, constantly looking for areas of improved efficiency.**
- **Oversight and execution on all customer standard operating procedures via the DLSOP.**
- **Work with the team on meeting KPI standards, as per department goals and metrics.**

### ***Support the department in the following areas:***

- **Daily execution of workflow and department metrics.**
- **Build and maintain strong relationships with customers and governmental Customs organizations.**
- **Timely completion of items on learning plan(s) and Personal development plan.**

## **Systems:**

- **Embrace and utilize productivity tools**
- **Be open to implementing new system changes and enhancements.**
- **Be involved and suggest system/process improvements.**

## **Culture:**

- **Consistently display and promote the company's 10 cultural attributes: Appearance, Attitude, Confidence, Curiosity, Excellence, Integrity, Pride, Resolute, Sense of Humor, and Visionary.**

## **Qualifications**

- **Bachelor degree or equivalent business qualifications.**
- **Professional oral and written communication skills in English and native language;**
- **Demonstrated exceptional customer service skills**
- **Organizational skills**
- **Needs analysis skills**
- **Problem solving skills**
- **Strong Microsoft Office skills (Word, Excel etc.);**
- **Must be able to efficiently and accurately type at minimum 40wpm.**

## **Additional Information**

**Shift: Monday - Friday (08:00am - 05:00pm)**

**Expeditors offers excellent benefits:**

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- **Paid Vacation, Holiday, Sick Time**
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- **Health Plan: Medical, Prescription Drug, Dental and Vision**
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- **Life and Long Term Disability Insurance**
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- **401(k) Retirement Savings Plan (US only)**
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- **Employee Stock Purchase Plan**
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- **Training and Personnel Development Program**

**Salary: Negotiable**

**Relocation expenses/support is not offered for this position.**

***Reporting Structure:***

**Customs Brokerage Supervisor**

