



Commodity Forwarders is Hiring!

Location: Los Angeles, CA

Job Position: Air Export Lead

Pay: \$25

Schedule: Monday – Friday between 8:30 am – 5:30 pm (after 3 months rotational weekends)

Job Description:

- Able to handle high traffic and be a team player.
- Excellent verbal and written communication skills, ability to multi-task and manage own time effectively in a fast-paced environment.
- Eagerness and willingness to learn many different skills.
- Monitor and manage shipments until completion. Ensure accuracy and completeness of export documentation – review, verify documentation, and obtain any missing documentation from the customer.
- Build professional relationships with all customers, other offices, and service providers.
- Support other duties and projects as needed.

- Data Entry, accurate inputting of air export data.
- Handle Export documents, process proper paperwork, Bill of Lading, Commercial Invoicing, packing lists, Phytosanitary certificates and other government documentation.
- Detailed oriented, willingness to learn new things.

Requirements:

- High school diploma or equivalent
- Eligible to work in the US and pass TSA background check
- 2 years of experience in transportation, logistics, or freight forwarding experience with knowledge of export.
- Must be able to work overtime, including rotational weekends.

Benefits:

- 401k 5% employer match
- Long Term Disability Insurance
- Dental insurance
- Health insurance
- Vision
- Referral program
- Vision insurance
- AFLAC

Commodity Forwarders Location:

11101 South La Cienega Blvd.

Los Angeles, CA 90045

*****WHEN APPLYING PLEASE SUBMIT A RESUME*****