



Job Opportunity

Company	Global Trade Jobs
Job Title	Customs Entry Writer
Location	Schaumburg, IL
Salary Range	
Relocation Assistance	

Job Description / Responsibilities / Requirements

Entry Writer / Data Entry & PGA Specialist

📍 Location: Schaumburg, IL | ⌚ Full-Time | ✈️ Logistics

Are you detail-oriented, organized, and ready to take the next step in your logistics career? Join our team as an **Entry Writer**, where you'll play a key role in ensuring smooth import operations, compliance with regulations, and outstanding service to our clients.

What You'll Do

Responsibilities:

- Review and organize import files to ensure all information and documentation is accurate and complete.
- Communicate with Customer Service when additional documents or information are needed from clients.
- Classify documentation based on operations system data and follow client-specific SOPs.
- Support the Import Manager with classification and compliance needs.
- Research and provide HTS or product codes when missing, ensuring accuracy for future use.
- Input entry data and handle FDA (PGA) requirements, including "may proceed" releases.

- Immediately notify clients when FDA exams are required (document or merchandise).
- Prepare and annotate delivery orders with FDA release status.
- Issue written instructions to carriers/steamship lines when shipments must be held for release.
- Ensure shipments are properly released once clearance is completed.
- Pass completed files to Post-Entry team for final assembly.
- Monitor releases by Customs, FDA, and other authorities, and resolve census or entry errors.
- Correct bill of lading and related errors promptly.


What We're Looking For

- High School Diploma or GED required.
- **3+ years of entry writing and/or brokerage operations experience** (data entry & PGA focus).
- Experience with CargoWise One preferred; QuestaWeb a plus.
- Strong knowledge of U.S. and international geography (countries, cities, ocean ports).
- Proficiency in Microsoft Outlook, Word, and Excel.
- Ability to work independently while delivering top-quality customer service.
- Excellent attention to detail, organization, and multitasking skills.
- Strong written and verbal communication abilities.

Why You'll Love Working Here

We know our success depends on our people. That's why we offer a **competitive benefits package** designed to support your health, well-being, and future:

- **Medical, Dental, and Vision Insurance**
- **Health Savings Account (HSA)** – 100% employer-paid, plus \$1,000 annual employer contribution
- **Short-Term Disability Insurance** – 85% of base pay
- **Long-Term Disability Insurance** – 60% of base pay
- **Life Insurance & AD&D Coverage** – \$25,000 each
- **401(k) with Profit Sharing** (annual contribution if eligible)
- **Paid Time Off (PTO)** for work-life balance

 **Join us and be part of a team that values accuracy, efficiency, and exceptional client service. Your expertise will help keep global trade moving forward!**

Contact Information to Apply