

Job description

location	:	Elmont, NY
job title	:	Export Operations/Client Services
department	:	Operations/Client Services
supervisor	:	Station Manager

Position Description

Wen-Parker Logistics is a global freight forwarding and supply chain provider established in 1997. We are currently seeking a highly motivated and focused Export Operations/Client Services. Responsible for coordinating the daily movement of freight and documents for air and ocean shipments from "A to Z". This position requires a candidate who possesses a solid knowledge of international forwarding operations and has superior communication and interpersonal skills.

Qualifications & Experience:

- 3-4 years' experience in export freight forwarding

Knowledge / Skills:

- Ability to learn in a fast-paced environment
- Proficiency in Microsoft Office applications (Word, Excel and Outlook)
- Daily coordination of claims and processing of related documentation
- Strong attention to details. Self-starter. Proven ability to meet deadlines.
- Excellent verbal, written and interpersonal communication skills, with the ability to interact effectively.

Duties and Responsibilities (including but not limited to the following):

To handle all administration for cargo claims and other related projects associated with liability claims.

- Knowledge and understanding of freight forwarding operations and terminology.
- Detailed product knowledge pertaining to international and domestic air, ocean and trucking services.
- Proficiency in Microsoft Office applications (Word, Excel and Outlook)
- Daily coordination of freight movement and processing of related documentation
- Strong attention to details. Self-starter. Proven ability to meet deadlines.
- Solid leadership and management skills.
- Excellent verbal, written and interpersonal communication skills, with the ability to interact effectively.

Duties and Responsibilities (including but not limited to the following):

- Effectively interact, communicate, coordinate, and negotiate with carriers, vendors and other third parties.
- Perform and oversee all aspects of operations and customer service.
- Invoice customers in a timely manner.
- Adhere to customer Standard Operating Procedures, government regulations and company standards and procedures.
- Communicate professionally and effectively with customers, service partners and other colleagues.

**Compensation:**

Wen-Parker Logistics offers a competitive salary with a full benefits package (that is 100% company paid for full time employees), including medical, dental, vision, short-term disability, and life insurance, as well as a 401K plan with a generous company match, paid time off and participation in an annual bonus plan.

Benefits:

- 401(k)
- Work from Home Hybrid Flexibility
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Contact Information:

Submit resumes via email to riggs@wen-parker.com.