



IMPORT ENTRY WRITER – Glen Burnie, MD

With more than 100 years of experience providing international businesses with the full range of transportation and logistics solutions, **DF Young, Inc.** is a highly progressive, customer-focused global logistics company and winner of the *Best Places to Work Award*.

We are currently seeking an experienced Import Entry Writer to join our team of professionals in Glen Burnie, Maryland. The Import Entry Coordinator is responsible for ensuring that service commitments are achieved and maintained in accordance with client requirements and company objectives.

Essential Duties and Responsibilities

- Manage and ensure the correct and consistent implementation of all procedures related to customers' clearance and cargo movement
- Handle Ocean and Air Import shipments from A-Z
- Rates negotiation and quotation
- Booking/Documentation/Insurance and ISF
- Prepare all documentation as required by US law, while complying with multi-country import requirements
- Perform other duties as assigned.

Job Requirements

- High school diploma or equivalent
- Must have experience in Import Broker documentation processing, freight forwarding and customs rules and regulations.
- Minimum of 3-5 years' experience in the Import Brokerage field
- CCS (Certified Customs Specialist) designation preferred
- Strong knowledge of Prior Notice, FDA Clearance/Product Codes and USDA exam handling
- Knowledge of customs clearance and dealing with various government agencies
- Familiarity with Import Administration and Regulation
- Ability to use the HTS, working with duty rates, OGA requirements and ABI input
- RLF, ISF (10+2) Wearing apparel, FDA, USDA knowledge a plus
- Aptitude to think critically about the details of a task at hand
- Ability to adjust changing priorities and meet an updated schedule
- Pro-actively develop ideas to improve the position responsibilities
- Ability to work independently, make appropriate decisions, and be assertive
- Be a team player, working closely with teammates for a positive outcome.
- Willingness to go above and beyond the requirements of the job
- Effective verbal, written and interpersonal skills, overall good communication skills as it relates to job duties, tasks and other responsibilities
- Proficient in Microsoft Office (Word, Excel), Outlook (Email), and Internet.
- Strong verbal and written communication and organizational skills, strong attention to details, ability to work effectively under pressure, ability to solve logistical problems as necessary.
- Team player within company.

- Multitask oriented and able to work in a fast environment.
- Professional and courteous phone manner.

We Offer:

- An enthusiastic, positive work environment
- Competitive salary
- Comprehensive benefits, including health, dental, life, LTD, and 401(k)
- Professional growth and development programs
- Career and educational advancement opportunities

**We invite all qualified candidates to apply by submitting a resume to
HRDept1931@gmail.com.**

DF Young, Inc. is an Equal Opportunity Employer.