

**COMPANY PROFILE:**

Vandegrift Forwarding Company, Inc., a Customs House Broker & NVOCC, has proudly serviced the international trade community since 1951. VFI is a leader in customs house brokerage services, logistics, and supply-chain services.

**JOB TITLE:** Import Account Representative

**POSITION DESCRIPTION:**

As an Import Representative you will support our Baltimore, MD office through various office responsibilities.

- Responsible for Customs and other government agencies clearances
- Review of commercial documents and keying of entries
- Compile and prepare commercial documents for entry processing
- Knowledge of Customs Regulations, and other government agencies
- Audit import documents such as entry summaries, commercial invoices, certificates of origin and other documents supporting US imports
- Maintain and develop positive relationships with assigned accounts- provide clients with daily shipment status
- Tracking and tracing shipments with steamship lines and airlines
- Responsible for all phases of client billing

**• REQUIREMENTS:**

We are seeking an individual with the following characteristics: attention to detail, well developed multi-tasking, computer skills, excellent customer service skills, and a desire to work in a team environment.

- High school diploma or equivalent required
- Min. 1 year experience in import
- Must be able to work in a fast paced office
- Must work well with a team and individually
- Must be proficient with Microsoft Office products, specifically Excel
- Excellent communication and organizational skills are required
- Excellent customer service skills required

**Competitive salary and benefits offered**

**This position is for local residents only. Please send resumes to [resumes@Vandegriftinc.com](mailto:resumes@Vandegriftinc.com)**

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**Crispina Palacio**

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