



**CaroTrans Baltimore
Documentation Team Member**

An opportunity exists to join our dynamic Ocean team in Baltimore as a Documentation Specialist/Guru/Whiz/Dynamo... whichever shoe fits.

Our branch is consistently pushing for profitable growth through our multi-talented team members, whom are capable of handling multiple roles. Hence, this role will challenge you on many levels.

To be successful you'll be able to demonstrate a proven customer service track record, excellent communication skills, and the ability to plan and organize your time effectively.

Main tasks include:

- Working closely with our customers with a positive attitude.
- Handling shipments from A to Z through the documentation process.
- Liaising with our global team and overseas partners and relaying documents in a timely and professional manner.
- Invoicing

We require:

- ***Positive Attitude and a Passion for our business***
- Exceptional customer service skills
- Have a good sense of time management
- Self-motivated and productive to find the right solution
- Has an eye for detail and is organized from end to end
- Flexibility. Being a small office means we all share hats.

Ultimately we are looking for the right key team member with the right motivation and "can-do" attitude to fit into a great working environment.

If you have the above skills, and you are looking for an opportunity to continue to develop your career, please contact either susank@carotrans.com and marcosc@carotrans.com