

EMO Trans, Inc – Baltimore has an immediate opening for an Air Export person in our Hanover, MD office. Please see job description details below:

Reports to Export Manager. Air Export Agents are liaisons with the customer, agent, air carriers, and US customs to provide timely coordination of AES transmission and prompt shipment of freight.

- Has responsibility for support and involvement in the Quality System by working closely with management, sales and/or operations to insure goals and objectives are met with regard to the function(s) of this position.

Duties & Requirements:

- Quotations
- Coordinate shipping arrangements Overseas/GSA
- Send pre-alerts
- Maintain customer service updates which include tracking cargo from origin to Final destination
- Maintain daily reports for pending shipments, if required
- Follow up with airlines for final ETA dates
- Organize and prepare documentation for Customs
- File AES entries with Customs
- Arrange Pickup and delivery at destination if needed
- Maintain and dispatch inventory stock
- Billing and payables set up

Qualifications:

Minimum high school diploma or GED
General knowledge of freight forwarding

Two years minimum experience preferred.
Knowledge of computers and data entry.

Please contact Branch Manager – Mark Brndjar at:

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