



## **Position: Supply Chain Specialist (Full-time)**

**Priority Worldwide Services (PWS)** is seeking a talented professional to work in our export department. This person will have a key role in the day to day tasks associated with our exports team and will be expected to have an impact on our growth. Team members will have regular contact with PWS' clients and agents, both overseas and domestic. This team member will be expected to process shipments, handle documents and freight tracking inquiries, calculate quotes, and address other tasks as needed to ensure The Ultimate Customer Experience. This person may also be called upon to assist the sales department as needed, including client visits.

Successful candidates must have a great desire to perform above standards and be willing and able to work with people of different cultures that may possess few English skills.

### **Daily Responsibilities**

- \*Export shipment completion and entry in Cargowise EDI
- \*Assist with rate/contract negotiations
- \*Maintaining vendor relationships
- \*Constant monitoring of client related e-mails
- \*Ensure vendor compliance w/ PWS' service standards
- \*Provide technical assistance and support for account executives
- \*Provide strong customer service support to provide the ultimate customer experience
- \*Prepare accessorial international paperwork such as legalized documents, licenses, etc.
- \*Filing of AES
- \*Prepare turnover tasks for subsequent shifts
- \*\*OTHER DUTIES AS ASSIGNED

\*\*Benefits provided for this full time position.

\*\*All information will be kept confidential according to EEO guidelines.

### **Position location: Baltimore, MD (Hanover, MD)**

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, color, sex, religion, age, national origin, genetic information, marital status, sexual orientation, gender identity, physical or mental disability, or past, present, or future service in the Uniformed Services of the United States, or any other basis prohibited by local, state, or federal law. It is the intent of Priority Worldwide Services to treat qualified persons without discrimination in employment practices, such as: advertising, employment, rates of pay or other forms of compensation, benefits, training, upgrade, transfer or demotion, layoff or termination, and all other terms, conditions and privileges of employment. In addition, Priority Worldwide Services expects each employee to provide equal treatment to each other, to the Company's customers, and to the Company's visitors.