



Export Documentation Position

April 2026

Thunderbolt Global Logistics is an international freight forwarder and customs broker based in Baltimore, MD. Our office is located in the Broom Factory Building on Boston Street in Canton. We are searching for a talented person to join our Export Operations Team in a Documentation Coordinator role.

Successful candidates must demonstrate the ability to work in a dynamic team environment. The individual must be organized, work efficiently and have the ability to multitask. We want an individual that knows how to solve problems when they arise.

Responsibilities include but are not limited to the following:

Support Export Operations by handling all facets of export documentation for ocean and air shipments.

Preparation of required documents based on customer and overseas agent requirements.

Preparation of certificate of origin when needed.

Preparation of documents for letter of credit presentation

Preparation of any other required documentation based on country of destination

Invoicing clients and overseas agents and dispatching all documents with necessary backup.

Knowledge of the entire export process is required.

Must have the ability to communicate in a clear manner to our clients and agents.

General Expectations and Skills required:

- 2-3 years of industry experience working for an international freight forwarder
- Analytical thinker with problem solving skills
- Strong organizational, written and interpersonal skills
- Continuing education within the freight forwarding industry.

Thunderbolt Global Logistics offers a competitive salary and benefit package along with a 401K plan. To learn more and schedule an interview send your CV/Resume to jobs@thunderboltglobal.com.

www.thunderboltglobal.com

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