



# C J International

Customs Brokers | Freight Forwarders

CHB 11914  
FMC 3716F  
IATA 01-1-9102  
DOT 060214 557 040WY

## **Import Specialist – Full Time Position**

We are looking for the right candidate to train as an Import Specialist/Import Coordinator. Interviews will be held in June and July for an immediate opening in our Import Department in Baltimore, MD.

The Import Specialist/ Coordinator works directly with clients, various shipping groups and vendors to ensure shipments are properly classified, entered, scheduled, tracked and delivered according to the client's requirements and satisfaction.

We are seeking a person with a positive attitude and a desire to learn and grow. The ideal candidate must have excellent verbal and written communication skills and be dependable and punctual. Must be able to work both independently and with a team.

## **C J International- U S Customs Brokers- Freight Forwarders**

### ***What we offer:***

- ✓ Warm friendly office atmosphere
- ✓ Competitive benefit package including vacation, sick, and holiday pay\*
- ✓ Comprehensive benefits to include Health, Life, Dental and Vision\*
- ✓ Full-Time Day Shift

### **What we are looking for:**

- Minimum of three years' experience in Freight Forwarding and Import Brokerage required.
- Be attentive to the needs and requests of all clients.
- Driven to excel at providing excellent Customer Service.
- Detail-oriented.
- Ability to multi-task.
- Ability to handle stress effectively in a fast paced environment.
- Strong organizational skills.

### **Computer skills:**

- Ability to learn customized software quickly and accurately.
- Ability to analyze data and apply/create spreadsheets in Microsoft Excel and similar software programs

\* Available to Full Time and/or FTE employees.

**Please forward your resume (no phone calls please) to be considered for an interview to Nicole Cecil- HR Manager at [ncecil@cjinternational.com](mailto:ncecil@cjinternational.com)**