

FedEx Trade Networks Transport & Brokerage

Senior Administrative Coordinator

High school diploma or equivalent. Individual should be very organized and detail oriented, able to prioritize and manage a large amount of work documents, should be able to move quickly between a number of tasks, reassigning priorities throughout the day. Should be able to work well under pressure, should be very knowledgeable about customs entry assembly procedures and local practices, for obtaining carrier release and dispatching freight. Good communication skills needed to interface with other members of the team and department. Must be able to provide guidance to other associated and to resolve or assist in resolving problems.

Customer Service Representative A & O

High school diploma or equivalent. Proficient computer skills, strong customer service, organizational and communication (oral and written) skills, strong knowledge of U.S. Customs regulations and other federal regulations and requirements with respect to specific area of expertise (CHB, air transportation, ocean transportation, surf transportation). CHB: Proficient in H.T.S. classification and familiarity with the harmonized tariff system. Air Transportation: Department of Commerce & Treasury regulations such as export licensing and Schedule B tariff classifications. Banking requirements for international trade regulations regarding dangerous goods shipping and foreign regulations. Ocean Transportation: BSA – ICC 400/500/322. Hazardous materials, Shipping Act of 1984, plant quarantine, USDA regulations, SGS & other independent surveyor and tariff requirements. Surf Transportation: regulations for import/export; Basic math skills for conversions to metric and currency evaluations. One and a half (1 ½ years) of work or field experience preferred.

Company: FedEx Trade Networks Transport & Brokerage

Located in Columbus, OH

Apply online at www.fedex.com