

GLOBE EXPRESS SERVICES

JOB DESCRIPTION

Job Posting # 2007-009

JOB TITLE:

BROKERAGE COORDINATOR- Columbus Ohio 3 Openings –Pending New Business

POSITION SUMMARY:

PROCESS ALL ASSIGNED AIR AND OCEAN BROKERAGE FILES FROM INITIAL PRE-ADVICE TO CLEARANCE THROUGH INVOICING AND FILING WHILE ADHERING TO THE HARMONIZED TARIFF OF THE U.S. AND U.S. CUSTOMS REGULATIONS AS WELL AS COMPANY POLICIES AND PROCEDURES

JOB QUALIFICATIONS (INCLUDING EDUCATION, EXPERIENCE AND SKILLS):

1. BA/BS IN LOGISTICS, TRANSPORTATION OR RELATED FIELD PREFERRED.
2. A MINIMUM OF 3 YEARS OF PREVIOUS EXPERIENCE IN A SIMILAR POSITION
3. A WORKING KNOWLEDGE OF OUR INDUSTRY AND ASSOCIATED TERMINOLOGY
4. UNDERSTANDING OF INTERNATIONAL TRANSPORTATION PROCEDURES AND OTHER GOVERNMENT AGENCY REGULATIONS

JOB FUNCTIONS AND RESPONSIBILITIES:

BROKERAGE ACTIVITIES / 80% ADMINISTRATIVE ACTIVITIES / 20%

1. CLASSIFY COMMERCIAL INVOICES IN A TIMELY AND ACCURATE MANNER
2. COMMUNICATE WITH IMPORTERS TO CORRECTLY IDENTIFY COMMODITIES IN ORDER TO CONFORM TO INFORMED COMPLIANCE
3. Electronically transmit to U.S. Customs all information necessary to obtain clearance.
4. When required, arrange on-forwarding with various carriers after determining which carrier will be most cost effective and profitable.
5. When required, communicate with bonded facilities to obtain information needed to properly dispatch freight.
6. Communicate with Traffic Representatives to obtain information needed to complete clearance process.

Administrative Activities / 20%

1. Perform invoicing per Standard Operating Procedures for assigned importers.
2. Accurately post vendor payables when invoicing files.
3. When required, properly complete check request forms for Accounting Department.
4. Update Globe Express Services in-house freight tracking system, RADAR.
5. Scan and forward completed entry documentation to Globe Express Services in-house filing

system, Laser Fiche.

6. As needed, implement new U.S. Customs as well as company policies with ease.

7. Participate in all required additional training such as U.S. Customs sponsored and Other Government Agency sponsored classes.

8. Perform other tasks as assigned by Brokerage Management.

9. ANY AND ALL OTHER DUTIES AS ASSIGNED BY MANAGEMENT.

SUPERVISORY FUNCTIONS (If Any): N/A

POSITION REPORTS TO: Corporate Broker and Team Leader