



Import Operations

People in Focus • Mascot NSW 2020

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
15 Jun 2021

 Expired On
14 Jul 2021

 Category
Transport & Logistics

 Occupation
Postal, Warehousing & Customs

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

Perks

PARKING

Skills

FREIGHT FORWARDING

LOGISTICS

OPERATIONS

SHIPPING

Full job description

International Freight Forwarder located in Mascot, close to train line, onsite parking available. Must have Import Air experience.

This International Freight Forwarder located in Mascot is seeking an experienced Import Operator to join the team. In the role you will be responsible for the end to end processing of Import shipments. To be an eligible applicant you must have some experience working with an International Freight Forwarder.

Duties & responsibilities include:

- Obtaining relevant commercial documentation from origin offices or agents
- Processing Import Air shipment - registration, ACA/SCA, Underbonds & Outturns, pre-alerts and invoicing.
- Following up of delayed or short landed freight
- Tracking of shipments from start to end
- Pro-active in updating customers on the progress of their shipments
- Updating multiple systems with relevant information
- Liaising with overseas agents, vendors and customers

To be successful in this role the following are required:

- Some experience working in operations or similar role with an International Freight Forwarding
- High level of communication skills both verbal & written
- Good problem-solving skills
- Ability to work autonomously however within a team environment
- Proven track record in achieving KPIs
- High level in attention to detail
- Good under pressure with time sensitive guidelines
- Quick adaptive learner

The company is conveniently located close to a train station, cafes and retail outlets, along with onsite parking if required.

Apply online today or for further information about this role or similar positions speak to one of our specialist recruiters Sharyn Waterworth m.0432 990 472.

People in Focus provide job opportunities in Freight, Shipping and Logistics Industries.

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