

ALLEN LUND COMPANY

Import Export Coordinator

This is a non-exempt position reporting to the Managing Director of International Services. This position coordinates pickup with overseas partners regarding incoming shipments, arranges customs clearance, warehousing, inland transportation, and ensures all Federal regulatory guidelines are followed. The primary responsibilities of this position are;

◆ Responsibilities with each shipment:

- Customer Service
- Communication with customer and vendors
- Maintain organized documentation
- Shipment set-up
- Shipment routing (International and Domestic)
- Rating
- Payment (vendor payment both International and Domestic)
- Quoting
- Tracking/Tracing
- OS&D
- Billing inquiries

◆ Office Management:

- Provide administrative support to International staff.
- General office duties; answer phones, process mail, general filing, maintenance of equipment and supplies, etc.
- Coordinate documentation between overseas partners, customs brokers, transportation providers and customers.
- Other projects as directed by Managing Director of International Services