

GLOBAL LOGISTICS SPECIALIST

IMPORT FREIGHT FORWARDING (Air & Ocean)

Baltimore, MD 21230 (Locust Point, McHenry Row)

Puzzle pieces? Geography? Suez vs. Panama Canal? You ready for the real-life jigsaw that is international logistics and the global supply chain?

Is there a seat on our boat for you? Want a career, not a job? Shapiro is not your grandpa's shipping company.

In a modern world where expertise is often devalued, Shapiro stands strong at 105-years old. We're so compliant, that US Customs learns from us! We were also named one of the Best Places to Work in Baltimore (again).

1) Global Logistics Specialists (Imports) are responsible for handling import freight forwarding shipments for clients with multi-modal and complex routings. The Global Logistics Group offers total solutions for our customers including Purchase Order Management tools.

Guide the customer to make better routing and pricing decisions! Our freight forwarders are empowered to evaluate bookings, work with a variety of foreign agents, and coordinate with our Pricing Team and Sales Department. Combine knowledge of forwarding, carriers, domestic moves, and technology with a passion to drive a growing part of our business...and with an energy to fight for the customer.

2) Global Logistic Document Analyst is responsible for the management of data related to Shapiro's international cargo. Be the detective and auditor. You must maintain a focused eye on information received from carriers and overseas agents, filing ISF entries, and daily shipment tracking.

We have a track record of transparency, developing employees, and investing in our environment like office space and now...work-from-home technology.

JOB DESCRIPTION

Typical duties include:

- Tracks document distribution from overseas agents. Be the central point of contact for internal Global Logistics Specialists and external customers on transportation questions.
- Monitor if Importer Security Filing (ISF) for ocean freight has been transmitted.
- Track the successful export and transit with agent and carrier. Confirm the ETA is accurate and update the system accordingly.
- Track commercial and shipment document distribution with foreign agents.
- Audit documentation for accuracy; upload documentation for visibility by Shapiro parties and the customer.

- Audit system for shipment accuracy and required info; deliver seamless transition to customs brokerage operations. Manage timely receipt of the original ocean bill of lading, or telex release, upon initial departure of the vessel. Monitor freight payments.
- Complete approval of agent invoices with our accounting department.
- Manage additional customer-specific data feeds, such as customized agent spreadsheets, on an as-defined basis.
- Geography - stays current on port operations around the globe (as needed).

SKILLS

Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to generate creative solutions and/or problem-solve. *Project management skills to handle a variety of customers on your desk. Ability to utilize current tech tools to increase efficiency and innovate solutions

- Very strong computer/tech skills (Excel, Office, proprietary databases).
- Critical thinker. Must be flexible, organized, detail-oriented, and team-oriented.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).

EDUCATION AND EXPERIENCE

- Seeking 1+ years of logistics or forwarding experience. Previous experience with air is a plus, but not required. Strong ocean background preferred. Exposure to domestic, warehousing and distribution a plus.
- Educational background in Supply Chain Logistics or International Business (or internship experience) preferred.
- Excellent written and verbal communication skills required for quoting, vendor management, and customer interaction.
- Skills, abilities, and aptitude to be cross-trained, proactively step in, and contribute. Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors. The ability to work as an effective member of a team.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints. Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.

ABOUT SHAPIRO

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

CONTACT US! Rich Lucas, Corporate Recruiter rich@shapiro.com