

IMPORT ENTRY ANALYST

IMPORT DOCUMENT ANALYST

(Customs Brokerage)

States (only) for remote work: We are based in MD, but you can live in SC, FL, NJ, PA, NY, NC, GA, or VA (9). Headquarters is Locust Point, Maryland (in Baltimore County). For minimum industry experience with import ocean brokerage, salaries start at \$45,000 and up depending on experience into the \$50,000s.

In a world facing new challenges, a nimble but steady ship is more important than ever. Is there a seat on our boat for you? Want a career, not a job?

Shapiro stands strong at 110-years old, but we're not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our work technology.

***At Shapiro, our Import Entry Analyst** must be focused on maintaining a higher volume of entries & run an accurate, & compliant "Customs entry" desk. This is not a robotic queue. And there is no trucking or traffic involved. Must be familiar with the 301 and current tariff situations, including new PGA OGA reqs.

Import Document Analyst - You handle an A-Z-type desk **without** entries, but with trucking, billing, traffic, steamship lines, ISF filings, Customs exams, and delivering the highest levels of customer service to our clients.

Only Shapiro has a dedicated & passionate staff that cares enough to proactively achieve our customers' business goals. We are an extension of our clients' strategies, ambitions, and objectives...***How does your cargo move?***

JOB DESCRIPTION

Responsibilities include:

- Duties include providing excellent customer service in an engaging environment, learning/improving knowledge of U.S. Customs regulations, vendor relations, internal communication, and monitoring industry developments in areas such as trucking, port operations, customers, and competitors.
- Customs entries and client communications from opening files to billing.

SKILLS

- Professional behavior: Represents the company in a reputable, ethical, businesslike manner, and complies with company operating procedures and requirements.

- Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to generate creative solutions and/or problem-solve. Know the process and then think outside of the box.
- Project management skills to handle a variety of customers on your desk. Ability to utilize current tech tools to increase efficiency and innovate solutions.
- Strong computer/tech skills (Excel, Office, proprietary databases).
- Must be resourceful, flexible, organized, detail-oriented, and team-oriented.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Critical thinker.
- Aptitude to be cross-trained and contribute.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.

EDUCATION AND EXPERIENCE

- Minimum 1-2 years of customs brokerage or import entry experience, preferred time handling ISF, entries, document coordination, and customer service with importers. Previous experience with air is a plus but not required. Strong ocean entry background required.
- Educational background in Supply Chain Logistics or International Business (or internship experience) preferred.
- 1+ years' experience with PC, including Microsoft Office, databases, software, web-based applications, and vendor's systems.
- 2+ years of experience with OGA (FDA, USDA, FCC, DOT)
- FLSA status: Non-exempt.

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!

Please send all resumes via email to: Rich Lucas, Corporate Recruiter/HR Generalist
rich@shapiro.com