IMPORT ENTRY ANALYST

(Customs Brokerage)

States (only) for remote work: We are based in MD, but you can live in FL, NJ, PA, NY, SC, NC, GA, or VA (9). Headquarters is Locust Point, Maryland (in Baltimore County).
$45,000 - $58,000 based on experience, great benefits, and supportive remote work culture.

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. Other than one week of training & future meetings, you will not be asked to travel regularly.

***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. *Tariff knowledge required of Lacey Act, 301, current changes, and alternative tariff numbers.

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 (Lacey, 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