

Information for Intake Form – Replacement for International Logistics Analyst

- Strong working knowledge of international logistics to include import/export.
- Strong working knowledge of customs process to include clearance, duties, taxes, ISF, NAFTA, FDA.
- Strong working knowledge of international shipping paperwork to include Bill of Lading, Airway bill, Commercial Invoice, Packing List.
- Manages communication information needs for status updates, daily reports, freight rates, and booking entries.
- Develops and produces necessary documentation and/or missing documentation to the Freight Forwarders.
- Reviews invoicing for accuracy and answer branch invoicing questions. Independently researches and resolves invoicing issues.
- Streamlines and refines the rating and booking processes.
- Completes and provides shipping instructions to TB Asia and other “vendors” as needed.
- Assesses and recommends most cost effective shipping solutions/processes that meet customer needs and adhere to NAFTA requirements. Completes and provides necessary documentation.
- Assesses and recommends most cost effective shipping solutions/processes that meet customer needs and adhere to NAFTA requirements. Completes and provides necessary documentation for NAFTA shipments. Acts as Subject Matter Expert in NAFTA shipment requirements.
- Assists in analyzing received rate metrics and communicates changes/improvements.
- Provides support including decision making in the absence of the International Operations Manager.

Specific knowledge, skills and abilities:

- Outlook organizational skills a must
- Excellent communication skills
- Leadership and decision making abilities
- Good interpersonal, motivational and collaboration skills
- Ability to analyze and interpret data and make recommendations for improvement
- Detail oriented and well organized
- Effective time management skills and proven ability to meet deadlines
- Training or experience in compliance a plus
- Ability to function in a high paced, fast environment
- Ability to type 60wpm
- Computer experience in Excel, Microsoft Word, Power Point and Visio