
Job Description

All Ways International Shipping & CHB, Inc is a growing logistics and customs provider located in Baltimore, MD. We're looking for an organized, highly motivated individual with excellent communication skills. The Import Specialist position is responsible for the daily import operations of assigned accounts and providing exceptional customer service and communication to our clients.

Responsibilities and Duties

- Create and maintain customer files
- Remain in regular contact with Customer to ensure excellent customer service is being provided.
- Ensure all required documents for the import of the cargo has been received.
- Verify and input information for ISF's and Entries.
- Compile and prepare commercial documents for entry processing
- Knowledge of Customs Regulations, and other government agencies
- Audit import documents such as entry summaries, commercial invoices, certificates of origin and other documents supporting US imports
- Tracking and tracing shipments with steamship lines and airlines.
- Provide pricing to accounting department to ensure billing is completed timely.
- Other duties as assigned.

Qualifications and Skills

- High school diploma or equivalent required
- Min. 1 year Import experience.
- Must be able to work in a fast paced office
- Must work well with a team and individually
- Excellent communication and organizational skills are required
- Excellent customer service skills required