

Entry Coordinator - Glen Burnie, Maryland

John S. Connor, Inc. seeks an experienced CHB entry coordinator, or entry writer with a minimum of 1-5 years of experience. The ideal candidate is reliable, punctual and organized and will provide excellent customer service, vendor relations, and internal communication and monitor our industry developments.

Additionally, CHB entry coordinator handles multiple accounts, including account maintenance such as: Electronic data management of ISF filings with US Customs, international documentation, Customs entries and customer service. Candidate must have at least 1-5 years of experience opening files, handling import customers and working with the Harmonized Tariff Schedule, and good understanding of other governmental agency regulations.

We are looking for someone with excellent written and verbal communications skills, the discipline to implement and follow Standard Operating Procedures, is a team player with proven dependability, and has very strong computer/tech skills including MS Office.

Education and Experience:

- 1-5 years of experience in the Customs Brokerage industry doing import Customs entries.
- College degree (in International Business or Supply Chain Logistics) or equivalent preferred. 1-3 years' experience with PC, including Microsoft Office, databases, software, web based applications, and vendor's systems.
- 1-3 years of experience with OGA (FDA, USDA, FCC, DOT).
- 1-3 years of experience with freight forwarding basics desired, not required.
- Skills, abilities, and aptitude to be cross-trained, step in, and contribute. 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.
- Exposure to domestic, warehousing and distribution a plus.
- Experience filing ACE entries is preferred.
- Excellent written and verbal communication skills required for quoting, vendor management, and customer interaction.
- Proven ability to communicate information to customers and vendors. Internal communication skills a must.