

Import NVOCC Coordinator - Norfolk

John S. Connor, Inc. Handles all NVOCC inbound shipments from start to finish. Communicates with overseas agents. Tracks inbound shipments and prepare arrival notices. Collects payments for inbound ocean freight, etc. and OHBL's prior to freight releases.

Responsibilities:

- Receives and sorts documentation (credit/debit notes, MBL's, HBL's, etc.
- Checks for accuracy and verifies all arrival information pertinent to shipment.
- Logs in and opens the files.
- Checks rates (charges) with quotations.
- Invoices the files and prepares arrival notices for customers and other brokers or import department.
- Obtains rates for some shipments.
- Prepares rate quotes for some shipments.
- Sets up inland transportation when applicable.
- Prepares delivery orders when applicable.
- Sets up payables for carriers or coloaders and trucking companies when applicable and sends payment.
- Collects OHBL's and surrenders OMBL's when applicable.
- Communicates with overseas agent's regarding any issues pertaining to the shipments.
- Releases the shipments when payment received (unless other arrangements are made), customs is cleared and OHBL is received (when applicable).
- Keeps NVO Inbound Log for easy access to information and "go by" files.
- Sends the accounting department credit/debit notes from agents along with our invoices pertinent to each file for monthly reconciliation with overseas agents and for application of profit to our files.
- Closes files after completion.
- Does all filing.

Supervisory Responsibilities: This position has no supervisory responsibility.

Education and/or Experience: High school diploma or equivalent (GED). Shipping experience necessary.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.)

Mathematical Skills: Must have ability to add, subtract, and multiply in all units of measure. Understands measures and amounts of weights, dimensions, etc. Can convert currencies.

Understands basic accounting methods for preparation of invoice of the NVO inbound file (which can be very complicated) and for presentation to accounting department for reconciliation.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Certificates, Licenses, Registrations: None required.

Special Skills/ Knowledge/ Ability Required: Use of computer, completing forms, word processing software, general knowledge of shipping processes, telephone etiquette and customer service skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Measures:

- Requires little supervision.
- Determines “best” options to meet customer’s needs, make profit for the company and streamline necessary work.
- Does all the functions of their job description well.
- Communicates confidence when dealing with customers and team members.
- Keeps work and correspondence up to date.
- Supports team members.