



**JOHN S. CONNOR**  
**GLOBAL LOGISTICS**  
EST. 1917

## **EMPLOYMENT OPPORTUNITY**

### **Customer Operations Associate**

Full-time Position in Global Logistics

#### **Get to Know Us:**

A career with **John S. Connor Global Logistics** is an opportunity for personal and professional growth. In today's exciting logistics field, your contribution will play an important role in the continued success of our esteemed customers. Founded in 1917, we are a leading provider of supply chain and logistics services, customs brokerage, and transportation for global importers and shippers.

#### **Company Culture:**

At John S. Connor, our success is powered by people and technology. We believe that every customer deserves peace of mind, provided by a comprehensive logistics strategy and a robust technology platform. Our culture and customer-focused mission assure that your contribution will be recognized and rewarding. We encourage employees to be engaged, inspired, and diverse. Success is celebrated and integrity is at the core of our values.

#### **Summary of Position:**

The successful candidate is responsible for interfacing with customer electronic data management of ISF filings with US Customs, international documentation, Customs entries, and customer service. Work with the Harmonized Tariff Schedule, and other governmental agencies and regulations. Develop and maintain positive customer relations and coordinate with various functions within the company to ensure customer requests are handled appropriately and in a timely manner.

- Track incoming shipments and advise importers of any delays/discrepancies.
- Coordinate delivery with the importer, cut delivery order, and dispatch to a trucker.
- Check importer's account receivables status to see if they have overdue invoices and notify and appropriate party, JSC sales person or importer that money is due.
- Process billing invoice.

#### **Skills & Qualifications:**



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- High school diploma is required
- At least 1 – 3 years of experience with the Customs Entry Process a plus.

### **Benefits Offered:**

- Competitive health plan options
- 401K and profit sharing
- Vacation and PTO programs
- Education assistance
- Casual working environment

At John S. Connor, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. We are a smoke and drug-free workplace and ADA compliant as applicable.

### **Interested in Applying?**

Email [careers@jsconnor.com](mailto:careers@jsconnor.com)

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