



JOHN S. CONNOR

GLOBAL LOGISTICS

EST. 1917

EMPLOYMENT OPPORTUNITY

ISF Coordinator

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 assures 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:

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.

- Gather the required information from the Shippers, Forwarders and Importers necessary to file the Importer Security Filing document.
- Must also run reports to confirm ISF status and keep track of all issues and problems that need to be finalized.
- Must be detail oriented and organized, must be responsible and able to follow SOP without any deviation.

Skills & Qualifications:

- High school diploma is required
- Previous experience helpful

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

799 Cromwell Park Drive
Glen Burnie, MD 21061
jsconnor.com