



JOHN S. CONNOR
GLOBAL LOGISTICS
EST. 1917

EMPLOYMENT OPPORTUNITY

Customs Administration 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 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:

Successful candidates are reliable and organized and provide excellent customer service, internal communication, and monitoring of our industry developments and compliance. 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.

- Assist all offices with Customs related issues.
- Monitor certain reports to ensure compliance with Customs and timely service for customers.
- Authorize ACH duty payments, identify and fix discrepancies in Customs billing, and create necessary accounting information in the system.
- Verify the correctness of entries.
- Monitor government entries (DCASR) to ensure the duty-free certificate is received. If it is denied, work with the importer to get approved.



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Skills & Qualifications:

- Must have a Customs Brokers License or Certified Customs Specialist (CCS)
- At least 1 – 3 years of experience filing entries.

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

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