



1890 Palmer Avenue, Suite 203
Larchmont, NY 10538
P# : 914-833-7070 F# : 914-833-7878
www.ampakcompany.com

Ampak Company is seeking an Import Assistant to support our continually growing business. We are looking for a hardworking candidate that can keep an open mind and are willing to learn with hands on experience and a resourceful team. The ideal candidate will ensure high productivity and operational excellence with current Imports team.

Responsibilities include but not limited to:

- Track and Trace on Shipping Containers.
- Working with Freight, Customs, US Government Agencies, Truckers, Exam Sites, and Piers.
- Processing Arrival Notice charges and original documentation
- Monitoring Exam requests and Exam Charges
- Coordinate various stages of movement of Shipping Containers / ISF filing to Delivery
- Understand operation procedures and arrangements
- Coordinate with various parties to arrange freight / container logistics
- Being knowledgeable with various destination import / export regulations
- Assist customers and suppliers in a professional manner over telephone and email
- Responsible for handling Original Documentation for customs clearance

Required:

- Must be proficient in Microsoft Office and have strong computer skills
- Effective communication skills over email, telephone, and in person
- Professional demeanor and business acumen
- Highly organized with great attention to detail
- Logistics knowledge helpful
- Enthusiastic and positive attitude
- Must be hardworking, humble and honest - able to be accountable for own action with the team
- Excellent time management and prioritization of work tasks
- Self-motivated, enthusiastic and proven rapid learning capability
- Must be comfortable making multiple outbound calls daily and picking up in-bound calls
- Willingness to learn and problem solve
- Four year college degree preferred

Salary to commensurate with experience

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Administrative Skills: 2 year
- Logistics / Importing: 2 year
- Project Coordination: 2 year