



Customer Service Representative/Transportation, International

Location: Linthicum, MD

Reports to: Supervisor, International Operations

Primary functions:

- To coordinate, track, verify, and report regarding status of international transportation.
- To communicate with all necessary parties accurately and in a timely manner, following through to final delivery.

Related activities:

- 1) Gathering, reviewing, and verifying of international transportation related documentation.
- 2) Constant communication with team members and clients regarding shipment/entry status and progress.
- 3) Communication with affiliates and agents abroad.
- 4) Communication with air, ocean, and land carriers.

Requirements:

- 1) Five plus years of recent, demonstrated and verifiable experience handling international transportation via air, ocean, and ground.
- 2) Knowledge of international quotation and US entry process.
- 3) Proficiency in mathematics used in international commerce and trade.
- 4) Working knowledge of world geography and global air and ocean ports.
- 5) Effective, cooperative, and collegial demeanor.
- 6) Ability to handle multiple tasks while maintaining positive attitude, organization of work, and superior customer service.
- 7) Understanding of INCO terms.
- 8) Advanced computer literacy; proficiency in Microsoft Word, Excel, Outlook, and Internet Explorer; and ability to quickly learn and utilize various in-house applications.

TBB Global Logistics, Inc., has been a supply chain industry leader since 1946. We offer health and dental insurance, 401(k) plan, bonus program, and career advancement opportunities. To be considered for an interview, please send resume AND SALARY REQUIREMENTS to the attn. of H.R. at:

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