

PF COLLINS CUSTOMS BROKER LTD

Job Description



Division/Department	FREIGHT FORWARDING
Location	ST. JOHN'S and HALIFAX
Job Title	FREIGHT FORWARDER
Reports to	FREIGHT FORWARDING MANAGER

DUTIES TO INCLUDE BUT NOT LIMITED TO:

- Coordinates import and export transportation activities to ensure that client's shipments are expedited in a timely fashion. Expediting cargo, all modes, air/road/ocean worldwide destinations.
- Makes client contact, freight booking, vendor contact, tracking and reporting of shipments, delivery confirmation.
- Documentation processing and control for Import and Export documentary requirements, to include export documents and routing plans.
- Arranges import and export of dangerous goods and ensures goods are contained in proper packaging with appropriate documentation.
- Negotiates transportation charges with carriers and provides quotations to customers for shipping.
- Arranges forwarding of incoming and outgoing shipments to their final destination, including routings and tracing shipments.
- Other duties as required.

WORK EXPERIENCE REQUIREMENTS

- Preferred - 2 years experience in freight forwarding industry with knowledge of international transportation requirements; air, surface and ocean.

EDUCATION AND SKILLS REQUIREMENTS

- Post-secondary degree or diploma. Dangerous Goods training.
- Any combination of the following industry specific education would be an asset: Diploma in International Trade/Business, CIFFA 2-year diploma and/or CIFFA PFF designation.
- Knowledge of Import and Export documentary requirements.
- Able to deal professionally with all contacts and acts as a Customer Service Representative. Proficiency in a computerized environment.

VERSION	3
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REVISED BY	J. HAMPTON