

Import Coordinator

Location: Sparrows Point, MD

The Import Coordinator performs a variety of reporting, accounting, recordkeeping, and customer service tasks to assist with the management of the company's various import programs.

Duties/Responsibilities

- Performs daily in-depth sales and tracking reporting.
- Tracks, receives and bills imported material.
- Works in tandem with U.S. Customs and maintains all required documentation.
- Processes all payables and claims for all import material.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Proficient in Microsoft Office Suite or similar software.
- Highly proficient with Microsoft Excel including, but not limited to, pivot tables, arrays, lookups, VB coding and macros.
- Basic knowledge of GAAP principles and payables processing.
- Experience with U.S. Customs and overseas importing is preferred.
- Must be detail oriented and able to multi-task in a fast-paced environment.
- Must be able to work independently or in small groups.

Compensation: \$18.00 - \$21.00 depending on experience.

This is a full-time position.

Benefits offered:

Paid holidays

Paid vacation

Medical, Dental and Vision

Company paid Life AD&D

HRA dollar amount for deductibles and prescriptions

401K