

Fledgling Air Export Coordinator

Chicago, IL

SBS Group of Companies is seeking a ready-to-learn **Air Export Coordinator**.

We are looking for someone with a gift for memorizing details, a keen interest in world geography, and a passion for learning paired with a sense of humor. We want to add to our team of established professionals; we offer you the development opportunity to make this unique and interesting work your career.

SBS was founded in 1997 to provide our customers with airfreight and surface transportation services. With growing demand for additional time sensitive and high service level transportation services reaching across our borders, we are continuing to expand our service offerings in all areas including international import/export airfreight, ocean transportation, and US customs services.

Our mission is *Innovation through Collaboration*.

The **Air Export Coordinator** will be responsible for coordination of air export shipments, arranging collections; booking space with carriers; setting up consolidated shipments for completion of airway bills; liaising with overseas offices and agents; providing quotations; rate negotiations; post flights and other duties as required.

The position requires:

- Natural ability to multi-task and problem solve
- Microsoft Outlook experience including the appropriate use of folders and subfolders for fast references
- Proven customer service skills
- Strong written and oral communication, English proficient
- Commitment to seeing a project to completion, staying late when necessary
- Timeliness and a sense of urgency, when appropriate
- Ability to build trust and maintain relationships within the business

For consideration, please send your resume and salary requirements to hr@sbs-intl.com.