

## **Import Operations Coordinator**

St. Paul, MN

SBS Group of Companies is seeking an experienced candidate to handle **Import Operations** in **Break Bulk**.

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 airfreight, ocean transportation, and US customs services.

Our mission is Innovation through Collaboration.

The **Import Operations Coordinator** will be responsible for coordination of ocean import shipments, the documentation required by U.S. Customs for entry of goods in to the U.S., tracking of goods, use of industry software to track details of files, and updating import status. In addition the position will be a team member and support each other by cross-training.

We are looking for someone with strong customer services skills, proven ability to communicate clearly, inter-department teamwork, and impeccable attention to detail. Must be able to work in a fast-paced environment in which timely and accurate communication is essential.

- The position requires 2-3 years of import and/or export experience
- Excellent verbal and written communication skills
- Proficient MS Office Software skills
- Cargowise freight forwarding module experience preferred

For consideration, please send your resume and salary requirements to [hr@sbs-intl.com](mailto:hr@sbs-intl.com).