

## **Ocean Export Coordinator**

St. Paul

SBS Group of Companies is seeking an experienced candidate to handle **ocean freight forwarding operations in our St. Paul headquarters office.**

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.

We are a large, stable International Freight Forwarder with an opening for an Ocean Export Coordinator. This position will manage all aspects of ocean export operations; Shipments from beginning (booking, quote) to final delivery.

Responsibilities include:

- creating file
- tracking shipment
- quoting, booking
- documentation
- communication with vendors
- customers and overseas offices
- billing and reporting

We are looking for someone with strong customer services skills, proven ability to communicate clearly, inter-department teamwork, and impeccable attention to detail.

- The position requires 3-5 years of industry work experience
- Solid knowledge of Customs regulations
- Amazing customer service

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