



Title: Trade Processor

Location: Los Angeles, CA. USA

Classification: Regular-Full Time Non-Exempt

Responsibilities: Provide excellent service under the logistic department:

Under the supervision of a Logistic Manager, responsibilities includes: To Negotiate & Execute Contracts & Shipping Rates with shipping lines and agents, Negotiate & Execute Contracts & Trucking Rates, Air Freight Rates & Freight Forwarder Rates. Update above rates in the computer system. Enter and Update Logistics Contacts information and communication. Manage deliveries from status B2 (planned) to G (in transit) including all land, air or water transportations. Vessel Booking, preparing Export declaration & B/L Instructions. Approval and Document Release Confirmations. Cargo Insurance. Issuing Booking and Shipping Advise, and Shipping Instructions (Call-offs). Confirm final B/L & Export Documentation. Address and resolve any issues with transportation carriers. Run Watch List Report to evaluate which delivery order needs to be booked and shipped. Run Freight Query Report to evaluate best shipping contracts or lines to use. Create physical delivery order folders. Run Unreserved Quantity Report to be able to find the match for making reservation. Run Priority Shipping Report to be able to follow and manage shipment status and update it. Update delivery order and shipment status in the system Contact Seller (mainly packers) and Customers regarding document required. Shipment Redirections and Rejections, Quality Assurance and manage Imports Purchasing and selling of Aflatoxin Equipment. Conduct Trade Processing meetings. Conduct Trade Processing training under Training Department supervision. General office duties (Fax Distribution, General Filing, Samples, Meeting Minutes) on a need basis. Provide Excellent Internal and External Customer Service. Issue call-offs to packers. Issue incoming/outgoing warehouse. Issue pick up advice for domestic orders. Issue trucking instructions / confirmation. Reservation. B/L proofing

Qualifications:

- AA or equivalent degree preferably in international business or export related is required. BA or BS from an accredited institution is a plus,
- Minimum 2 years of combined experience in full time logistics and shipment administration including import and export documentations and order processing is required.
- Proficient in Microsoft Office applications and computer skills.
- Additional language is a plus.
- Ability to prioritize and execute multiple tasks.
- Excellent interpersonal & Self Starter.
- Team player

Salary:

- Depends On Experience + Benefits

If interested in the position please email resume to hr@primex.us