

Entry Writer

OIA Global is a world-class provider of reliable, secure and efficient logistics services, supply chain solutions and packaging. Our knowledge base, solution design experience and installed infrastructure gives our customers the confidence and capability to extend their supply chains from emerging production areas to key commercial markets. OIA Global Logistics is a respected name in logistics both in Asia and around the world.

SUMMARY

Primary duty is to process customs declarations, including all related activities, for one or more major accounts, and to provide excellent, proactive and timely customer service. Duties will include tracking of freight, review of documents, preparation and submission of customs declarations, milestone updates, selecting transportation companies to use for delivery and invoice processing. The Entry writer performs all duties correctly and in compliance with all government regulations. This position reports to the Import Manager/ Licensed Customs Broker.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analysis and HTSUS classification of import commodities for customs clearance purposes
- Exercising due diligence as relates to compliance with customs and other federal and state government regulations for clearance of import shipments
- Data input of import and customs related information to Interfacing with customers as relates to the customs clearance process and related customer service issues.
- Analysis/problem solving as relates to data transmissions and customs data response
- Promote a positive relationship with the client by ensuring excellent, timely and proactive customer service at all times and in conjunction with other departments and third parties
- Process data through the Company's system, and obtain other government agency releases as appropriate
- Enter milestone data timely
- Interfacing with various departments of customs, PGA's, airlines, steamship lines, co-loader's agents, truck lines , and warehouses.
- Analysis and troubleshooting as required Interfacing with OIA ocean and air import departments in relation to shipments
- Document procurement, customs clearance and billing purposes

QUALIFICATIONS

- Minimum 2-5 years relevant work experience in customs brokerage department
- A high level of energy and a "can-do" positive attitude
- Strong proficiency in HTS classification and CBP regulations
- Knowledge of ISF 10+2, Lacey Act, CSPC, PGA's
- Proficiency in Microsoft Office, particularly Excel, Word and Outlook
- Excellent verbal/written communication skills
- Familiarity with Cargowise's Enterprise system a plus.

Interested candidate should email resume and cover letter with salary requirements to jobs@oiaglobal.com.
Please indicate job title in the subject line.

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