



## Seattle/Tacoma

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### AIR EXPORT SPECIALIST

As an Air Export Specialist, you will own the consignment from start to finish, managing airfreight related decision-making; negotiating with domestic carriers and airlines to win your client an exceptional shipping experience. Clear communication and passion for the industry is essential for this key, relationship-building position. Our Green airfreight experts are encouraged to develop their industry expertise to embrace change and growth.

#### **Responsibilities**

- \*Perform rate negotiations that maximize profitability and bring value to your customers;
- \*Prepare and coordinate the necessary documentation for efficient, cost-effective and lawful execution of export activities.
- \*Air Export specialists are required to complete audits to ensure timely and accurate filing, complete customer invoicing and payable approval; and learn to proactively resolve problems to eliminate ongoing issues. At Green, we *fix the problem not the blame*.
- \*Be a part of a fun and creative team, be open to mentoring team members sharing your industry knowledge and experience – and “bring it” every day.
- \*Manage work load to ensure readiness and delivery of cargo and documentation to the airline by the flight cutoff
- \*Perform track and trace functions and update files with events
- \*Responsible for ensuring SOP's are being followed for all international shipments
- \*Assist in identifying and improving service and operations related issues in a station, including on-time delivery, accurate and timely data entry,
- \*Reviewing freight rates with carriers and determining the most efficient and cost-effective method of moving freight
- \*Arranging bookings; coordinating freight movement with customers, carriers, agents, and third parties; from port to destination; including pick up, storage, and delivery.

#### **Requirements**

- \*3+ years of International Freight Forwarder experience working with AOG/time critical shipments.
- \* Knowledge of export Customs laws, Hazmat Cargo, practices and procedures.
- \*Deep understanding of the shipping industry and rate negotiation opportunities.
- \*Excellent organizational and time management skills.
- \*Must be self-motivated, able to work in a team and be independent.
- \*Detail oriented, have the ability to multi-task and meet deadlines.
- \*Excellent verbal and written communication skills.
- \*Strong computer skills including Microsoft Office Suite.
- \*Aptitude, creativity, and a preference for working in small, collaborative teams.
- \*BA / BS degree
- \*Availability for some evening/weekend on-call work