



General Information

Job Title: Supply Chain Coordinator (Export)

Job Location: Houston, TX 77034

Date Posted: 10/11/2018

Job Type: Full Time

Job Description:

Arranges export bookings with steamship lines or outside freight forwarder and prepares related documentation. Inputs booking information into computer system and generates dock receipts. Verifies container receipts with steamship line; rolls the booking and issues new dock receipt if necessary. Submits shipper export declarations and prepares other required documentation for US customs. Prepares and inspects documents as required by domestic and international laws and regulations. Reviews bill of lading from steamship line and makes corrections. Completes work orders for NVOCC invoicing. Communicates closely with Distribution Coordinators and 4 PL facilities. May prepare rail billing as necessary.

Job Requirements:

High school diploma or general education degree (GED) required; two years of experience in ocean exports; or equivalent combination of education and experience. Bachelor's Degree in Supply Chain Logistics or related field is highly desirable. Candidate must have excellent oral and written communication skills; working knowledge of MS Word, MS Excel, MS Outlook, and MS Explorer; and the ability to quickly learn a variety of proprietary software. The candidate must have good organizational skills with the ability to manage multiple priorities while providing excellent customer service.

Relocation assistance will not be provided for this position.

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