



(Brokerage) Senior Entry Coordinator
Category: Customs Brokerage & Freight Forwarding

FedEx Trade Networks provides comprehensive ocean and air international freight forwarding, customs brokerage, global order logistics, distribution and surface transportation, and advanced e-commerce and trade facilitation solutions.

FedEx Trade Networks is seeking to fill three (Brokerage) Senior Entry Coordinators in the Auburn, WA office. These positions will be responsible for providing Customs House Brokerage duties, high level customer service, and problem resolution in order to ensure timely release and movement of cargo. One (1) year of work/field experience is preferred with a Customs House Brokerage background.

Essential duties/responsibilities include, but not limited to:

- Determine accurate tariff classification and value for U.S. Customs and Border Protection (CBP) entry and entry summary.
- Determine the applicability of other government agencies' requirements to import shipments and collect the necessary information to make proper declarations. When applicable, input required data into the system for transmission to other federal agencies, such as Food & Drug Administration (FDA), Environmental Protection Agency (EPA) and Federal Communications Commission (FCC).
- Coordinate additional billings and corrections to data, to correct CBP rejects, census warnings, etc.
- Operate data entry equipment, keying data, and other information in a prescribed format.
- Determine documents for presentation to CBP, retention in our file, and for distribution to our client or others.
- Use data dictionary, when available, to classify goods.
- Transmit all data required for CBP and other government agency release and delivery.
- Monitor Automated Broker Interface (ABI) transmissions and correct errors when required.
- Under the guidance of Customer Service Coordinator, maintain master files and data dictionary by updating customer records with proper classification for products imported by customer.
- Work closely with other team members to provide high quality service.
- The incumbent(s) of this position is expected to perform all other related duties as assigned.

Knowledge, skills, and abilities required:

- High School diploma/equivalent.
- Strong working knowledge of product classification using the Harmonized Tariff Schedule.

- Strong working knowledge of other federal agency regulations and requirements for imports.
- Excellent data entry and organizational skills.

FedEx Trade Networks Transport & Brokerage offers a challenging work environment with a comprehensive compensation and benefits package.

Submit resume at: www.fedex.com/careers/us
Job Identifier: **036470_07092012_EP**

EOE M/F/D/V