



Argents Express Group is a Family-Owned, US Based, International and Domestic Freight Forwarder/Customs House Broker, Fulfillment and e-Commerce Provider, established in 1977. We have operational offices located in Charleston, SC, Chicago, IL and Seattle, WA. Seattle is our newest location and we are preparing for growth! Argents has handling capabilities throughout the USA and worldwide. Our service to our partners & customers is second to none.

We are growing our Export team! This is an intermediate level position in the industry and will require a dynamic candidate.

Responsibilities may include but are not limited to:

- A fundamental understanding of the processes and documentation requirements involved in international shipping
- Export Operations to include the services required to route and book any shipment for export. Duties will include ocean freight bookings (LCL and FCL), arranging trucking and container drayage as well as air export bookings door to door
- Export Documentation such as AES filing, master bill or master airwaybill instruction preparation, house bill preparation. Some L/C knowledge is helpful
- Coordination knowledge of special equipment and specialized shipments (Flatrack, Open Tops and Bulk Cargo. HazMat and Perishable cargoes) is a plus
- Initiate and prepare all required documentation for export
- Daily problem resolution
- Daily communication with customers, agents, vendors and government agencies- proactive communication and customer service is key!
- Maintain profitability of accounts and identify opportunities for increasing revenue and profit margins by negotiating pricing with vendors and end quoting clients
- Handling of accounting matters including processing of AP invoices and client billing
- Ensure compliance with various government agencies that monitor our industry - TSA, IATA, FMC, DOT, CBP, Census, etc
- Proactively communicate trade and regulatory information to customers
- Must be able to multitask and be self-motivated
- Create, update and execute SOP's for new and existing clients
- Assistance in other departments could be required as needed and general office support

Qualifications:

- High level of customer service
- Professional and proactive communication with all parties involved in each transaction.
- Attention to detail
- Ability to learn, adapt, and thrive under pressure
- Proven organizational and time management skills

Desired experience:

- Freight Forwarding: 2+ years
- 4 Year College Degree or Greater
- Experience with CargowiseOne is preferred but not required
- Dangerous Goods Certification desired but not required-training will be provided if needed.

Benefits offered:

- Paid Vacation, Holiday, Sick Time
- Health Plan: Medical, Dental and Vision after 90 days
- Life and Long Term Disability Insurance after 90 days
- 401(k) Retirement Savings Plan. 401(k) matching and profit share after 1 year of full time employment
- Continuing education & training
- Fast-paced, challenging, fun and rewarding work environment

*****Please email resume and cover letter to asneed@argents.com*****