

## ***Import & Export Coordinator / Freight Forwarder / Cargowise EDI***

As an all-rounder extraordinaire in the freight industry. You will need to have excellent communication skills, be customer focused, have an eye for detail and enjoy the fast pace of the industry. The ideal candidate is someone who is able to work independently in a sole charge position of operations and customer service.

Cargowise EDI experience is a must with minimal training required

The main responsibilities include:

- Entering details of the jobs into the system
- Looking after customers and managing their requests
- Liaising with our offices, agents and local suppliers
- Problem solving of customer enquiries and running customer reports

Key Requirements are:

- 5+ years experience in both Import & Export Air and Sea freight operations
- Cargowise EDI experience
- Good time management and organisation skills
- Exceptional communication and customer skills
- Ability to handle pressure and responsibility in a fast-paced environment
- The ability to multi task

The main focus of this role is to ensure client requests are actioned in a timely and efficient manner whilst maintaining our mission of excellence.

If you have any questions, call JOBsmith on 04 499 5119, ask for Andrew or Anne

Email your cv and covering letter to [anne.smith@jobsmith.co.nz](mailto:anne.smith@jobsmith.co.nz)