

*Lee Hardeman*  
CUSTOMS BROKER, INC.

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July 3, 2017

**Import Specialist (Trainee)**

**Duties:** Prepare import documents, coordinate shipment delivery, customer service, information gathering/problem solving, data entry, interface with U.S. Customs inspectors, oral & written communications, emailing/filing/copying.

**Skills:** Typing/keyboarding (min 25 wpm), data entry, forms preparation, problem solving, good verbal communication, working knowledge of geography, Outlook, Word, and Excel. Fluency in Spanish or Mandarin is a strong plus.

**Experience:** None required. Strong computer, people, and communication skills are required.

**Personality:** Caring, conscientious, outgoing, friendly, tactful, pleasant, somewhat assertive.

**Other characteristics:** Articulate, customer-oriented, and attention to detail. A recent 2-year degree or relevant military experience (cargo, aerial port, admin, etc) is a plus. This job leads to licensing by U.S. Customs as a CHB; as such, the minimum age is 21, and we are prohibited from hiring a convicted felon.

**Hours:** M-F/8:00-5:00, rare weekend. **Salary:** \$26K – \$30K

**Benefits:** health/life insurance, vacation, retirement plan. Non-smoking office.

**General:** This is a permanent, full time, entry position, to begin immediately. Much like a CPA prepares tax forms and guides their clients through the tax regulations, a customhouse broker prepares Customs forms and guides their clients through the maze of Customs regulations. We also arrange transportation to the US by both ocean and air.

Our company was founded in 1986. We currently employ 11 people, including 4 licensed brokers. We process about 7000 entries per year. Our office is 2 miles south of Hartsfield-Jackson International Airport. We are an equal opportunity employer, & we are ADA compliant.

Please email your resume to [KatL@lhcb.com](mailto:KatL@lhcb.com). We will contact candidates we wish to interview. No phone calls, please.