

JOKER & Quality Cargo of America, Inc.



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Job Description for JOKER & Quality Cargo of America, Inc.

The employment at JOKER & Quality Cargo will involve the applicant in all facets of domestic and international freight forwarding.

There will be administrative tasks in accounts receivable as well as accounts payable from data entry into the accounting computer system, filing and other administrative duties.

The applicant will handle the import procedures for ocean and airfreight shipments involving government agencies such as U.S. Customs & Border Protection and U.S. Dep. of Agriculture.

He or she will be giving international and domestic carriers transport orders and follow through on current projects as well as do the planning of upcoming projects.

The applicant will also work on international export procedures for regular freight as well as special projects involving various civil and government agencies such as the U.S. Census Bureau.

After a certain training period, the applicant will handle domestic and international shipments from the quoting stage through the actual transport to billing and insurance claims.

Main focus to be on special projects, such as heavy machinery and exhibition freight shipments.

The position may require sporadic traveling domestic and / or international.

Other duties as assigned.

All services are based on our general terms & conditions only. Please contact us should you need copies.