



OPERATED FORWARDER LIEGE BRANCH

For our office in Liege, we are looking for an operated forwarder. You will become the 3rd person the Liege office.

Job Description

- Receive, review, and process export and import documentation for an assigned base of accounts.
- Process and follow Shipper's Letter of Instructions accurately.
- Prepare and process Delivery Orders, AWBs, Insurance Certificates, Certificates of Origin, Shipper's Export Declarations, ... through the AS400 system.
- Meet all company and government deadlines for processing these documents.
- Prepare and/or send advance notification of shipments and documents to shippers, consignees, and destination offices, as required.
- Arrange, book, and confirm cargo space on vessels.
- Calculate air freight rates and insurance accurately and according to established procedures.
- Close files and distribute documents in accordance with pertinent requirements and in compliance with export standards.
- Communicate with clients, co-workers, and supervisors in a clear, concise, and timely manner.
- Adhere to all domestic and international shipping regulations.
- Advise department Supervisor or Manager of any transaction problems or irregularities.
- Adhere to all company policies, procedures, and guidelines
- Perform other duties as assigned.

Profile

- Excellent customer service and communication skills
- Being able to deal with change.
- Multitasking skills
- The ability to organize, prepare, and assemble documents or reports containing data from several sources.
- Computer literate, basic MS Office
- Attention to detail
- Ability to work under pressure and under own initiative
- Team player
- Ability to prioritise
- Professional terminology in 2 foreign languages (ENG & FR) for contact with customers, customs and colleagues. Knowledge of Dutch is a plus.
- Familiar with a variety of the field's concepts, practices and procedures.



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- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
 - The ability to organize, prepare, and assemble documents or reports containing data from several sources.
 - Experience working for a handler is a strong plus.

Offer

- A permanent contract of indefinite duration
- Competitive salary
- Meal vouchers (7,5 euro) and eco vouchers
- Hospitalization insurance
- Pension savings
- Commuting allowance, laptop + necessary tools.
- A day shift position with flexible hours (to be discussed with the team). Permanence is shared among the team (weekend/ evening/ night).
- 20 vacation days + 6 additional days + 2 sector days + seniority leave
- 13th month
- Free parking in front of the building
- Free coffee/tea/water.
- Any kind of education/training is encouraged, both internal and external.
- Work in an international environment and opportunities for continued growth.