

## FLI Import/Export Specialist – Job Description

Company: FLI Transportation and Logistics  
Location: Overland Park, KS  
Employee Type: Full-Time  
Salary: Dependent on experience

*Full-time employees are eligible for FLI's benefits package (PTO, Medical, Dental, 401K) after 30 days of employment.*

We are seeking an Import/Export Specialist to add to our growing team. You will work closely with our LTL Account Managers, Truckload Brokerage Team and International Brokers in order to provide the best possible service to all FLI customers. You will communicate directly with our clients, customs agents and brokers, and other suppliers regarding international shipment preparation and quoting.

### What you'll be doing:

- Act as a liaison with custom brokers to arrange and progress shipments through customs
- Prepare all applicable documents regarding the import or export of goods and ensure shipments are in compliance with customs rules and regulations. You will be required to be knowledgeable in the preparation of documents required (BL, AWB, PL, CoO, AES, etc.)
- Council clients on tariffs, insurance and quotas
- Work with clients on reducing duties and taxes owed
- Track and trace daily shipments with spreadsheet and report creation as needed
- Research and resolve any issues regarding shipping discrepancies and communicate timely correspondence back to both customers and vendors
- Process LTL shipments through our Transportation Management System (TMS)
- Arrange freight pickups and deliveries with freight carriers on behalf of your accounts
  - This information comes via email, phone calls and through our online customer portal
- Make sound carrier and shipment decisions based on each individual customer's expectations
- Utilize carrier websites to obtain manifests and PRO numbers for data entry and shipment tracking
- Work proactively and uphold FLI's commitment to unparalleled customer service and satisfaction
- Additional duties as needed

### What you'll need to do it:

- A working knowledge of import/export processes and procedures with 2 years' experience
- Knowledge of multimodal transportation services, including ocean, air, LTL, truckload, intermodal, warehousing, and customs brokerage
- Candidate must be extremely detail-oriented and possess the ability to persevere through challenging transportation situations with a 'can do' attitude
- Knowledge of the tariff coding system
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office Suite
- Must work effectively in a fast-paced, team-oriented office environment

**Who we are:**

Established in 2003, FLI Transportation and Logistics is a privately owned third-party transportation and logistics firm headquartered in Overland Park, KS. FLI offers freight management solutions for LTL, truckload, international and specialized services. At FLI we focus on the unique needs of each individual customer and provide dedicated account management to create centralized and simplified freight management solutions for our customers.

*This is not an exhaustive list of duties, responsibilities and skills required for this position. This posting is intended to describe the general nature of the work involved in this job position.*

*FLI Transportation and Logistics is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status.*