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# Example of Brokerage Coordinator Job Description

Our company is searching for experienced candidates for the position of brokerage coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for brokerage coordinator

* Monitor Automated Broker Interface (ABI) transmissions and correct errors when required
* Ensure prompt movement of cargo by obtaining freight release and communicating with carriers
* Create mass email campaigns via Exact Target, CRM
* Documents, , to ensure that all parties have copies of required documents
* Develop carrier base for designated customer(s)
* Establish customer and carrier relationships that go beyond dollars and cents
* Implement planning and workload allocation, for the project management group
* Reviews Deal Management calculations for accuracy
* Coordinates marketing, design, research, reporting, financial analysis, as it relates to marketing packages
* Prepares market surveys/tour books

## Qualifications for brokerage coordinator

* Strong working knowledge of product classification using the Harmonized Tariff Schedule
* Strong working knowledge of other federal agency regulations and requirements for imports
* Excellent data entry and organizational skills
* This individual should be very organized and detail-oriented, able to prioritize and manage a large amount of work and documents
* Should be very knowledgeable about customs entry assembly procedures and local practices, for obtaining carrier release and dispatching freight
* Bachelor’s Degree or commensurate experience in a related field or setting is required