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# Example of Freight Forwarder Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of freight forwarder. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for freight forwarder

* Pricing negotiations
* Development of Carrier review processes and reporting
* Bring/sell technology to the carrier
* Handle incoming calls from customers relating to Import/Export operations and shipment information
* Handle Walk-in customers that would like to ship cargo by Air or Ocean
* Receiving cargo into the warehouse and following all TSA Regulations
* Prepare Export documents (HAWB, MAWB, Manifest)
* Contact carriers to book a space for shipment and check all airlines for the best rates
* Coordinate personal goods shipment for their Japanese customers throughout entire export process until delivery to their door in Japan
* Arrange shipment of goods by identifying most suitable transport carrier

## Qualifications for freight forwarder

* Previous experience with customer relationships
* You're an inquisitive, customer-focused and independent working team player with well developed communication and commercial skills who takes responsibility for his / her project
* Has 3-5 years of experience from freight forwarding, preferably from ocean freight
* Professional attitude/behavior
* Bachelor degree in logistics or transportation is a plus
* English is mandatory, Intermediate level in French is a plus