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# Example of Freight Forwarder Job Description

Our growing company is searching for experienced candidates for the position of freight forwarder. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for freight forwarder

* Seeking and following up on sales leads
* Scheduling and performing customer meetings (physical & online
* Act as a liaison between customer service and management to enhance the overall customer experience
* Complete assigned tasks and take on continuous improvement activities to support the Department
* Use technology to solve problems
* Be known as a team player
* Accept and effectively cope with change
* Complete tasks and look for ways to help others
* Remain calm, positive, and energized in busy environment
* Effectively schedule ocean and/or air bookings for both hazardous and nonhazardous materials, simple and complex cargo shipments

## Qualifications for freight forwarder

* University studies (preferably Logistic, Transport or Commerce)
* English - conversational level, French - advanced
* Incoterms specifications are a strong advantage
* Problem-solving ability, accuracy and attention to details
* Receive and track customer bookings/orders
* Notify customer of arrival and charges