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# Example of Import Coordinator Job Description

Our innovative and growing company is looking to fill the role of import coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for import coordinator

* Managing the Rate filing on FMC
* Creating a Customer profile
* Set Up Operation
* Rate Negotiation with SSL / Trucker
* Managing SSL /Trucker
* Providing Quotations to Customers
* Participating in RFQ / Bid
* Managing Revenue and Expenditure
* Managing Outstanding Accounts Receivable
* Managing Contracts with Steamship Lines and Customers

## Qualifications for import coordinator

* Minimum of 5 years' supervisory management experience over a group of subordinates
* Minimum of 5 -10+ years experience in Ocean Freight Forwarding and NVOCC Operations
* Excellent interpersonal and customer service skills, professional, positive, and motivated demeanor
* Strong organizational skills with attention to details and follow-up
* Strong interpersonal, verbal and written communications, customer service and teamwork skills, with professional, positive, and motivated demeanor
* Able to multitask and effectively handle changing priorities under pressure