

KOYORAD

<https://koyorad.com/job/import-export-assistant>

Import-Export Assistant – FULL TIME JOB

Description

We are looking for a detail-oriented Import-Export Assistant to support daily logistics and trade operations. This role is ideal for both experienced professionals and entry-level candidates who are eager to learn and grow in international logistics. You will work closely with freight forwarders, customs brokers, customers and internal teams to ensure smooth shipment execution and excellent customer service

Responsibilities

- Create, review, and process container orders, invoices
- Provide import required document to customers
- Coordinate with customs brokers to ensure compliance with import/export regulations
- Monitor shipment movement and work closely with carriers and freight forwarders
- Track and manage freight costs and logistics-related expenses
- Maintain accurate and organized records of all transactions
- Serve as the main point of contact for customer inquiries and issue resolution
- Act as a liaison between customers and manufacturing plants, facilitating clear and effective communication
- Identify, coordinate, and resolve issues between customers and factories to ensure smooth order fulfillment
- Assist data analysis
- Assist database maintenance and data entry
- Assist inventory control
- Perform additional duties as assigned

Qualifications

- Strong problem-solving skills with a proactive and solution-oriented mindset
- Excellent interpersonal and communication skills
- Proficient in Microsoft, Excel, and Outlook and other applications
- Highly organized with strong attention to detail
- Professional demeanor and strong sense of responsibility
- Self-motivated and able to take initiative
- Interest in logistics, freight forwarding, and import/export operations
- BA degree

Preferred Skills

- Experience working with freight forwarders/customs brokers
- Knowledge or interest in import duties, trade compliance, and logistics cost structures
- Japanese is a plus
- Knowledge of Excel VBA

Job Benefits

- Medical, Dental, Vision, Life Insurance
- Simple IRA

Hiring organization

KOYORAD COOLING SYSTEMS, INC.

Employment Type

Full-time

Beginning of employment

As soon as possible

Job Location

15 Doppler, 92618, Irvine, CA, United States

Education

BA degree

Languages

English (Japanese is a plus!)

Working Hours

Monday to Friday, 8 AM – 5 PM

- Company Holidays
- Paid time off