SENIOR TRAFFIC COORDINATOR

Dorian Drake International, a leading U.S. export management company, offers a career opportunity in export traffic and logistics. Selected candidate would join a staff of veteran traffic staff and be mentored and supervised by an experienced inside sales manager.

Job Responsibilities

- Quote freight
- Coordinate shipments, including L/C and S/D/D/P transactions
- Prepare export invoice and related documentation
- Prepare monthly shipment forecasts
- Resolve export freight claims

Candidate Requirements

- Associate’s degree with business concentration. Bachelor’s degree a plus.
- At least five years’ export traffic experience.
- Good communication, problem-solving, and time-management skills and ability to learn quickly and function well in a fast-paced, demanding environment.
- Candidate must be a self-motivated, goal-oriented team player with a hands-on approach, outgoing personality and professional appearance and demeanor
- Computer skills (word processing and basic Excel spreadsheet)
- Oral and written Spanish fluency a plus

We offer

- Starting annual base salary $50k - $60k, depending on skills and experience
- Target bonus of 10% of yearly base salary earnings, based on company profit attainment.
- Opportunity to participate in an employee stock ownership plan
- Competitive benefits package, including healthcare insurance and 401(k) plan with a 3% match
- Opportunity for advancement

Organization Profile

Organization Profile: A progressive, award-winning export management company with staff of 65 that has represented prominent U.S. manufacturers internationally since 1947.

The firm employs four stand-alone sales groups, each focused on different industries—foodservice, automotive, hardware/lawn and garden and industrial & environmental—and staffs field sales offices in 11 countries worldwide. The company practices open-book management and has been nationally recognized for its accomplishments in the field. As a sales intermediary, the company focuses on delivering great service to its customers and its employees.

Company headquarters are located in a corporate park adjacent to I-287 (Cross Westchester Expressway), near I-95 and Hutchinson River Parkway. Respondents are asked to send letter and resume:
Via E-mail: hr@doriandrake.com
Via Fax: 914-618-7874
Via Mail: Dorian Drake International, Inc., 2 Westchester Park Drive, White Plains, NY 10604

Learn more about us - visit: www.doriandrake.com.