



## **Convention Freight Services, Inc.**

### **Convention Freight Services has an opening in our Alexandria, VA Office for the position of Logistics Specialist**

The primary job objective of this position is to be responsible for overseeing the transportation of shipments to and from domestic trade shows.

Following are areas of responsibility where applicant must possess professional skills:

- Coordinate pick-ups and deliveries
- Pre-alert agents of shipments
- Pre-alert stations of returning shipments
- Trace movement of cargo confirming movement and arrival
- Print checklists and movement registers
- Assist in resolving freight problems with cargo (non moving cargo, lost cargo)
- Follow-up final return of freight to client
- Alert management to potential revenue loss from Service Failure
- Prepare accurate cost estimates

#### Customer Service:

- Provide Customer Service to all clients (external and internal)
- Provide cost estimates for shipping as requested
- Liaise with onsite personnel and agents for shipments
- Respond to all questions by the end of the business day
- Ensure flow of communication to Operations Manager and applicable sales team

#### Administration:

- Coordinate paperwork from clients
- Data entry of cargo details in database
- Keep neat and accurate files per Company guidelines
- Prepare on-site documents for OSSR/Industry Manager
- Participate in procedure updates

#### Professional Conduct:

- Other tasks and duties as assigned by Operations Management (Manager, Director)
- Personal behavior as per Company Handbook
- Excellent interpersonal skills / good team player
- Professional appearance

#### QUALIFICATIONS:

- High School Diploma
  - Minimum 2-3 year Customer Service experience
  - Minimum 1-3 years transportation experience in air, ocean and/or trucking
  - Minimum 1-3 years experience in Domestic and/or International Forwarding
  - Knowledge of international imports and exports
  - Proficient in MS Word
  - Excel or Access or equivalent
  - Proficient in Windows operating system environment
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- Must work well in fast-paced environment
  - Excellent communication skills
  - Must be able to prioritize work
  - Must be able to work within deadlines/handle pressure well
  - Must be able to adapt to change
  - Detail oriented a must
  - Customer service focused
  - Mature, organized, self-motivated and responsible
  - Ability to work unscheduled overtime

Starting at \$12.50/Hr.

Please email or fax cover letter explaining why you want this position & resume to:

email to [weimarion@aol.com](mailto:weimarion@aol.com) fax 703-960-5937 No phone calls, please.

**Company Profile:**

CFS Inc. specializes in the tradeshow logistics industry. Founded in 1976, CFS is a woman owned business. The company provides a generous benefits package to full-time employees, including, 50% paid medical, dental, vision after 6 months on job, and 6 paid holidays per year, as well as paid vacation. We are an equal opportunity employer.