

NASSIMI

IMPORT/EXPORT SPECIALIST

About the Position

We are seeking a full-time Import/Export Specialist to support our growing business. This person is responsible for arranging sea- and air-freight shipments of products from overseas vendors to the United States, as well as international drop shipments. This Candidate must be a detail-oriented and driven individual who can multi-task in a fast-paced environment.

This is a full-time position, and you will be reporting directly to the Director of Operations, and working as part of a team in a fast-paced environment.

What You'll Do

- Manage and coordinate all aspects of air and ocean freight with freight forwarders, import brokers, and drawback forwarders.
- Maintain purchase orders with accurate factory ready dates.
- Update ETAs in Inventory Management system.
- Manage and process all aspects of US Customs and International commercial documents.
- Assist with other Supply Chain projects.

What You'll Need

- A minimum of 2 years' experience in import/export logistics.
- Degree in Supply Chain, Logistics, Business or related field is a plus, but not required.
- Must be detail-oriented, highly organized and proactive.
- Experience with Microsoft Great Plains preferred but not required.
- Proficiency in Microsoft Office, especially Word, Excel, and Outlook.
- Team player with effective and positive personal interaction skills.

What We Offer

- A competitive compensation package.
- Health benefits.
- A pleasant and challenging work environment.
- Manhattan office location within a short walk from Penn Station.
- The option of a hybrid in-office/remote work schedule.

About Us

We are a leading supplier of upholstery textiles and faux leather for hospitality, contract, healthcare and residential interiors.

Please submit your application via email to pearl@nassimi.com and include a resume.