



Air Export Coordinator **Phoenix, AZ**

Jillamy, Inc. – one of the fastest-growing offices within the Mode Transportation network – is a local, well-established \$280 million leading asset-light based, third-party logistics company. We specialize in delivering truckload, less-than-truckload, intermodal, air and ocean services across North America and abroad through a network of highly-qualified transportation professionals. Jillamy/Mode is a fully-integrated international transportation service network excelling in fulfilling our customers' unique shipping needs and capacity requirements, while ensuring reasonable costs and reliable deliveries.

Jillamy/Mode offers a team-based environment that encourages leadership and resourcefulness, and rewards the "roll-up-your-sleeves, let's get the job done" attitude. We are seeking qualified candidates for **a full-time Air Export Coordinator for our expanding International Team located in Chandler, AZ** [just outside of Phoenix].

Required hours: 8:00am to 5:00pm M/Fri. Position reports to the International Director. Jillamy observes a business-casual dress code. Non-smoking office. **Salary: \$40-50k** with excellent growth potential. Immediate hire.

RESPONSIBILITIES:

- Responsible for all day-to-day activities in the transportation cycle; dispatching carriers, customer reporting and invoicing.

QUALIFICATIONS & PREFERRED SKILLS:

- Currently working for a freight-forwarder.
- Highly capable with knowledge of all required regulations up to and including, TSA regulations, KSMS, DPS, Documentation, as well as a general understanding of Worldwide Customs regulations.
- Two to 5+ years' experience required. *This is not an entry-level position.*
- Associates or Bachelor's Degree from an accredited college or university, with a focus on International Business preferred.
- Quick learner, multi-tasker, organized, detail-oriented, problem-solver.
- Solid verbal and written communication skills.
- Strong customer service and communication skills; thrives in a fast-paced environment.
- Proven experience managing/prioritizing own work assignments, and meeting deadlines.
- Requires confidence and independent decision-making skills to problem-solve, juggle competing priorities, and provide accurate and responsive customer service.
- Ability to quickly assess client situations, and escalate to management when needed.
- Required computer skills; proficiency with Windows operating system, MS Excel, MS Word, email, and internet browsers.

BENEFITS:

Jillamy provides a generous benefits package, including the following:

- Medical/Dental/RX/Vision plans via Cigna Health.
- Company paid Short- and Long-term Disability Insurance.
- 401[k] Plan with 3% employer match at eligibility.
- Voluntary Term Life/AD&D Life Insurance.
- Paid Time Off and Holidays.
- Direct Deposit paperless payroll through ADP portal.
- Annual reviews.

Interested candidates should forward a cover letter including salary requirements, and resume to Oliver.Adam@modetransportation.com for immediate consideration. For more information please visit our website at www.Jillamy.com.

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, non-job related handicap or disability or veteran status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. If you require an accommodation in the application process, please advise Jillamy, Inc. Human Resources Department.

Jillamy, Inc./Authorized Agent for Mode Transportation

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Celebrating 15 years of serving the transportation industry.