

Freight forwarder based near Heathrow T5 is looking for an **experienced Freight Forwarder**. Our client works with road, air and sea transport, and has a strong client base, working worldwide with a emphasize on the US, Europe Eastern Europe. As they are a smaller freight forwarder, they can be flexible and can react quickly to customer's specific requirements. The Freight Forwarder role can evolve towards a management position for the right person. You will report to the senior manager.

Please note that while this job is mostly at the desk, our client needs to have physical presence at the office and when the warehouse staff is not available, you might have to physically move freight sometimes.

ROLE:

- Completing all relevant Import / Export paperwork.
- Completing HM Customs paperwork depending on mode of transport.
- Completing HAWB's, MAWB's and various forms.
- Processing shipments Air /ocean/ Road.
- Dealing with customer queries.
- Providing Air /Road / Ocean quotations to customers.
- negotiating ad hoc rates with suppliers
- Arranging collections and deliveries of freight with haulage companies.
- Invoicing shipments.
- Other duties as assigned by Manager/ Supervisor.

PROFILE:

- Previous experience as a freight forwarder or import and export senior clerk
- Knowledge of the international transportation and logistics industry, in export Air Sea Road operations
- A knowledge and understanding of financials
- Good MS Office skills .
- Strong communication and organisation skills.
- Self-motivated and enthusiastic approach to work at all times.
- Ability to work under pressure and with deadlines
- Second language is an advantage but not essential.
- Clean driving licence and car

SALARY & BENEFITS:

- £30k to £35k/year according to skills and experience
- 09.00 - 17.30 Monday – Friday
- Five weeks holiday per year and paid overtime when overtimes may be required