



**22806 Northwest Lake Dr.  
Houston, TX 77095  
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**Position:** International Coordinator Assistant

**Reports to:** Global Trade Compliance Manager

**Summary:** The International Coordinator Assistant supports the US exports department by performing a wide range of clerical, administrative, and certain warehouse functions with the international shipping team.

### **Duties and Responsibilities**

- Handles the weekly international transfers and logs for all international branch shipments leaving out of Houston.
- Creates bills of lading, customer documentation, and logs in shipments
- Emails order packets to customers, sales team, and freight forwarders as required per order specifics.
- Contacts freight forwarders/carriers to obtain shipping quotes for sales department and customers as requested.
- Informs freight forwarders, sales team, and/or customers of weight and dimensions as provided by our international warehouse team.
- Organize and file international documentation for record keeping.
- Some overtime will be required.

### **Knowledge, Skills and Abilities**

- Attention to detail and customer service.
- Strong computer skills, including Microsoft Office Suite.
- Ability to multi-task, problem solve, and remain highly organized.
- Ability to work in a fast-paced and team environment.

### **Education and Qualifications**

- High School Diploma or equivalent required
- Previous office or warehouse experience preferred but not required.