

EXPORT COORDINATOR

We are a leading LI Manufacturer of vitamins and nutritional supplements seeking an experienced Export Coordinator to support our busy Export Department.

Candidate must have 3 - 5 years of experience in all aspects of the Export Trade including the following:

Qualifications

- Strong written and oral communication in **both** Spanish and English
- Customer service skills and persona
- Strong Microsoft office skills including excel.
- Very Detail Oriented
- Must be able to multitask
- Very organized
- Fast learner
- Self-Starter
- Must be able to handle courier shipments without guidance
- Must have SAP experience. Should be able to work with SAP without training.
- Must have Export Experience. Must be able to prepare freight forwarder documentation and handle shipments. Working, hands on knowledge of all Export Documentation.
- Knowledge of Letters of Credits

We offer paid holidays, sick, vacation, medical/dental insurance, 401K with company match.

Please fax resume with salary requirements to 631-293-8703 or email careers@naturesplus.com