

Job Title

European Team Operations Executive

Based

Centre of Operational Excellence (COE) New York

The Company

Jaguar Freight provides exceptional supply chain solutions through a combination of unique I.T. systems and world-class customer service to a broad range of clients in the cosmetics and other prestige industries. Widely recognized as an industry leader, Jaguar's unique CyberTrax™ program is a logistics management tool allowing clients to focus on managing their business, while assisting to control core supply-chain activities. CyberTrax™ integrates with existing information systems giving real time information from purchase order through to delivery, and can provide GPS location technology and immediate security exception reporting. Jaguar offers customized solutions to clients' evolving needs – that's why we call ourselves the Freight Architects™.

The Role

Jaguar is expanding its Europe operations. Jaguar is seeking dynamic and energetic Operations Executives to handle air, ocean and trucking at our New York Office.

Key Responsibilities

- Source ocean, air and trucking shipments – handle all documentation (bills of lading, air waybills, for example) within required time frames and in compliance with all regulatory requirements (customs, security, legal).
- Heavy communication with customers and carriers
- Update & maintain Cybertrax records in compliance with internal requirements (SOP) and external customer expectations
- Ensure all invoicing from our partners is received and agrees with set pricing and terms
- Bill all client in a timely and efficient manner
- Ensure customer satisfaction with any / all services rendered

Essential Requirements

- At least 2-3 years' experience in Freight and/or Logistics
- Understanding of import and export logistics procedures in Europe
- Strong self-initiative and multi-task oriented
- Excellent communication and computer skills – Excel and Outlook
- Strong interpersonal skills – Team player
- Can work our European shift of 3:00 am - 12:00 pm
- Bilingual Speaking preferred (English and other European language)

Compensation

The successful candidate will be eligible for the following:

- A base salary.
- Health insurance
- 401K
- Paid vacation (in-line with current HR policies)