



Job Title

European Team Operations Executive

Based

Remote (European hours)

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, health & beauty and other prestige industries. Widely recognized as an industry leader, Jaguar's unique Cyberchain™ program is a logistics management tool allowing clients to focus on managing their business, while assisting to control core supply chain activities. Cyberchain™ provides real time information from purchase order through to delivery by integrating with carriers, government agencies, and client ERP's to deliver a holistic view of the global supply-chain. Jaguar offers customized solutions to our clients' evolving needs – that is why we call ourselves; - The Freight Architects™.

The Role

Jaguar is expanding its Europe operations and is seeking dynamic and energetic Operations Executives to handle air, ocean, and trucking moves for their prestigious client base.

Key Responsibilities

- Source ocean, air, and trucking shipments – handle all documentation (i.e. bills of lading, air waybills) 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 clients 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 (EST)
- 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)