



Paramount Transportation Systems, Inc. is currently recruiting a Global Move Coordinator at our Sterling, VA office.

This position will price, plan, organize, route and manage household goods shipments for Paramount Transportation Systems clients in accordance with the terms agreed upon with the client. Proactively communicate with sales, administrative and management team members on all service and operational issues. Is accountable for shipment profitability by routing in accordance with Paramount's and clients pricing guidelines. Assists in total customer satisfaction through prompt, professional and friendly interaction with Paramount's clients and their relocating families.

Job Duties

- Arrange accurate and timely order initiation
- Prepare accurate price quotations
- Ensure on-time and efficient shipment movement
- Prepare accurate and timely Invoicing
- Assist with total customer satisfaction

Qualifications

- Three years' work history in International household goods relocation, freight forwarding or air freight is required with excellent references.
- Proficient in MS Office, Outlook, and use of customer service databases.
- Must have the ability to multi task in a fast paced environment and have high attention to detail.
- Intermediate mathematical skills, proficient use of calculators, currency conversions, weight and volume calculations.
- Proven written and verbal communication skills are required.
- Must be able to pass a background check

Benefits include:

- Employee medical is company paid (Voluntary dental, vision and life are also available)
- 401(k) retirement program
- Paid vacation, sick time, and holidays
- Salary is negotiable based on experience
- Casual dress

If you are interested in joining our team, please send your resume, cover letter and salary history with salary expectations to careers@pts-ca.com.

Paramount Transportation Systems is an Equal Opportunity Employer and Values a Diverse Workforce