

Import/Export Intern



Full time - 12/18 months - New York - \$2000/months

Description of the company

An Import/Export company specialize in Fine Europeans food is looking for an a Logistic intern to join their team

Missions

Import / Logistics management

- Handling the domestic and international inbounds working collaboratively with suppliers, purchasing office and all third party inbound shipping partners
- Weekly shipping reporting
- Delivered cost analysis and profit margin calculation and reporting
- Inventory control and reconciliation

Sales / Home delivery specialist

- In charge of home delivery companies (providers of food/meal kit)
- Bids filling, orders processing, logistics process management & invoicing
- Day-to-day management of the time-sensitive requests
- Team coordination

Skills

- Passion for food and cooking required
 - Excellent customer service skills
 - Ability to communicate effectively over the phone and through e-mail
 - Minimum 2 years experience in Logistics, import/export
- Detail oriented with superior organizational skills