



## VACANCY – IMPORT/EXPORT COORDINATOR

About NXT International Trade & Agency Services B.V. (NXT TRADE);

NXT TRADE is a division of the Dutch based NXT Group of Companies and is a service provider aimed at supporting European based producers, retailers and brands in opening emerging markets by creating and enabling their local presence and substance.

We specialize in developing new markets, opening sales channels and managing supply chains for European based producers, retailers, e-commercial platforms and brands. We service our customers by responsibly managing their foreign operations and are committed to achieving a solid local presence and meeting the needs of each entrepreneur and company who trusts NXT TRADE in handling its international business expansion.

### General

Position: Import/Export Coordinator

When: Immediately

Region: Istanbul European Side

### Job Description:

In our office in Istanbul NXT TRADE offers the import/export coordinator the opportunity to work in the midst of our international team. The import/export coordinator interfaces with customs agents, warehouse staff, shipping department, forwarders and clients. He/she assists with shipping, receiving and record keeping for International transactions. The import/export coordinator will work in close relation with the Head of Business Support services at the Istanbul Office.

### Requirements:

- A bachelor's degree in logistics or a business-related field.
- Minimum experience 2 years.
- Fluency in Turkish and English is a must. Knowledge of the Dutch language will be an advantage.
- The import/export coordinator should have knowledge of at coordinating air, sea and road-freight shipments.
- Customer service and negotiating skills to deal with the demands of overseas and local clients.
- Familiar with the legal requirements regarding importing and exporting shipments.
- Tech savvy with proficiency in Microsoft Outlook, Word, and Excel; 100% comfortable utilizing and navigating the internet.

- Excellent communication skills, organized, able to work effectively in a time constrained environment and meet strictly enforced daily deadlines

**Activities:**

- Maintaining contact with clients and third parties (freight forwarder, customs, banks etc..) about shipments
- Liaising with third parties to move goods (by road and air mainly) in accordance with customer requirements
- Determine method of shipment, and prepare bills of lading, invoices, packing lists and other shipping documents.
- Check import/export documentation drafted by third parties
- Verifying all documentation adheres to import-export policies and laws.
- Keep records of all goods shipped
- Contact vendors and/or claims adjustment departments in order to resolve problems with shipments, or contact service depots to arrange for repairs.

Are you the multifunctional import/export coordinator we are looking for? Please send your CV and motivational letter to [hr@nxt-group.com](mailto:hr@nxt-group.com) citing the subject IMEXCO-IST