

We are looking for a **Freight Forwarder Coordinator:**

Main Responsibilities:

- ✓ Coordinate freight operations (import/export) and ensure timely processing of shipments.
- ✓ Prepare and review shipping and customs documentation for accuracy and compliance.
- ✓ Liaise with shipping lines, freight forwarders, customs officers, and clients.

Requirements

- ✓ Minimum 2 years of experience in freight forwarding, customs brokerage, or logistics operations.
- ✓ Strong knowledge of Trinidad & Tobago Customs and Excise procedures.
- ✓ Experience in import/export documentation and coordination with carriers and agents.
- ✓ Proficiency with MS Office and logistics software (e.g., ACE, Asycuda, or similar).

**If you are interested in the position,
please send your resume to**

**lfranco@grupotla.com
and
plee@grupotla.com**