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Job Description

Job Title: International Services Coordinator and International Services Specialist

Location: Tower Place 200 Buckhead Atlanta, GA, International Plaza Philadelphia, PA

Department: Sales, Operations and Finance

Pay Rate: Base Salary plus Bonus

Falcone Global Solutions, LLC, an operating division of Falcone Capital Holdings, LLC and a world leader in International Transportation, Logistics and Freight Forwarding has immediate openings for entry level International Service Coordinators and International Service Specialist positions in Atlanta and Philadelphia. The ISC and ISS will learn and be trained in the International Transportation and Logistics industry with cross-over functions in sales, operations and finance. The responsibilities include, but are not limited to the following:

- Audit and entry of payables and receivables from US, Canada, Mexico Europe, Asia, Australia vendors and customers with 100% precision and accuracy
- Interaction with AP/AR/Operations Staff from Partner companies throughout the world (English as the first language).
- Maintaining accurate database and times of vessels and shipments throughout the globe in Falctrak/EDI Cargowise Module.
- Any other duties or assignments as assigned.

Job Requirements

We require:

- Minimum of Bachelor's Degree from an Accredited University preferably in International Business
- Computer proficiency in MS Office Suite 2013 and ability to learn applications within ERP programs
- Self-Started and Self Motivated Individuals eager to learn.
- Ability to positively interact with peers and vendors from around the world.

- High level of ethical conduct.
- Detail oriented and ability to complete tasks expeditiously and accurately.
- Ability to multitask and organize daily.
- Excellent verbal and written skills.

Company Benefits:

- Company Paid Comprehensive Major Medical, Dental, Vision, STD, AD&D, Life Insurance, Company Wellness Plan
- 401K plus Company Match
- Profit Share Retirement Plan
- Corporate Workout facility and Spa
- Liberal Paid Time off policy

Please submit resume to info@falconeglobal.com

Falcone Global Solutions, LLC, an operating division of Falcone Capital Holdings, LLC is an equal opportunity employer