



readySC™
In Cooperation With
Midlands Technical College
Will Assist



DHL Global Forwarding is opening a new state-of-the-art Customs Brokerage Processing Center in West Columbia, SC and is actively recruiting for the following positions. DHL offers comprehensive training for many of these positions.

Customer Care & Compliance Agents: High volume call center activity setting including telephone, correspondence and/or research functions, proving advise and information US Customs clearance processing activities. Varying complexity of issues involving multiple government agencies and global contacts. Bi-lingual skills a plus.

Entry Processor: The entry Agent is directly responsible and accountable for the compliant and timely processing of customs brokerage transactions as assigned in accordance to established policy and procedures. Coordinates the documentation required by US Customs and Border Protection for entry of goods into the US on behalf of importers. Serves as the single point of coordination between import customers and US Customs and Border Protection.

Documentation Preparation Agents: Various positions available with responsibilities including receiving and preparing documents for scanning, ensuring that documents are scanned within a predefined timeframe and indexing documents to existing file. Fast moving multi shift environment with high volumes

Post Entry & Technical Service Coordinators: Perform functions related to close transactions with US Customs and Boarder Protection, prepare post entry submissions, monitor customs brokerage transactions that require duty payment changes and identify trend and changes to overall processing procedures.

Billing and Statement Agents: Transactional activity to ensure payment of duties. Completion of all accounting functions to standards including, DDU/DDP accounting, and resolving open Accounts Receivable and Accounts Payable items, including reconciling financial statements impacting both our customers and internal cash flow

Quality Assurance: Perform audits based on the audit criteria, utilizing tools including internal processing system, industry regulations, imaged documents, Customer standards and company Best Practices and procedures.

DHL is looking for candidates who have experience working in a professional environment. Logistics industry experience is a plus.

Many of the entry level positions require:

- Excellent data entry skills (keyboard 20-25 wpm)
- Working knowledge of Microsoft Word and Excel
- Strong oral and written communication skills
- Logistics Industry experience, preferably within Customs Brokerage a plus
- Strong Customer Service skills
- Call center experience a plus
- Highly organized
- Ability to work in a fast paced environment

All applicants will be required to pass an extensive Criminal Background Check as well as Drug Testing prior to being made an offer for employment.

For immediate consideration, please e-mail your resume to: DHLJobs@sces.org

Or mail resumes to:

Employment Security Commission - Lexington WFC

Attn: T. Nelson/L. Burke

P.O. Box 1769, Lexington, SC 29071

Or Your Local Workforce Center

An Equal Opportunity Employer