

DOCUMENTATION STAFF

Job Title: Documentation Staff

Department: Operations / Documentation

Reports To: Documentation Supervisor / Operations Manager

Location: Online/ Remote work

Employment Type: Full-time

Job Summary:

We are seeking a detail-oriented and organized Documentation Staff to manage and process all shipping and logistics documents for our freight forwarding operations. The ideal candidate will ensure timely and accurate documentation for import/export shipments, in compliance with international trade regulations and client requirements.

Key Responsibilities:

- Prepare and process shipping documents including bills of lading, commercial invoices, packing lists, certificates of origin, and other related forms.
- Coordinate with shipping lines, airlines, customs brokers, and carriers for documentation requirements and booking confirmations.
- Verify documentation accuracy and completeness prior to submission to clients or customs authorities.
- Maintain communication with clients to collect shipping instructions and provide updates on documentation status.
- Submit and track documents with government agencies (e.g., customs, port authorities).
- File and archive documentation in accordance with company policies and regulatory standards.
- Support customs clearance processes by providing necessary documents and follow-ups.
- Assist in resolving discrepancies or documentation issues as needed.
- Stay up-to-date with international trade laws and documentation requirements.

Requirements:

- Bachelor's degree in Logistics, Business Administration, International Trade, or related field.
- 1–2 years of experience in freight forwarding or logistics documentation (preferred).
- Knowledge of international shipping terms (Incoterms), documentation procedures, and customs regulations.
- Proficiency in Microsoft Office and freight management systems.
- Strong attention to detail and organizational skills.
- Good communication skills in English (verbal and written).
- Ability to work under pressure and meet tight deadlines.

What We Offer:

- Competitive salary and performance bonuses.
- Career growth opportunities in a global logistics environment
- Training and development programs
- Friendly and dynamic team culture



Capronilaan 12-20 1119 NR Schiphol-Rijk



www.eurisek.com



Please send your application to: admin@eurisek.com

Email subject: [Application for Documentation Staff - Your Name]



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