



Trainee/Internship Program Offer

(10109) Logistics Program – Atlanta, GA



Program Duration: 12–18 months

Compensation: \$18.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This host company is located close to downtown Atlanta and is a global logistics provider. The program participant will learn about regulations in the U.S. Logistics Industry, perform various shipment duties, review promotional materials, and prepare export/import shipping documents. The participant will gain organizational and time management skills and will acquire customer service experience in high-volume business.

Position Description:

- Responsible for handling Ocean Export & Import documentation
- Monitor containers from origin to destination to ensure on-time delivery to avoid delays or storage charges.
- Tracking & handling all aspects of shipments from origin to destination
- Sending pre-alert, making files, tracking shipment, issuing Bill of Lading, liaising with customs brokers & steamship lines.
- Responsible from start to completion for export & import process
- Quote transportation and ocean freight rates to overseas offices.
- Consult and advise partners on best methods
- Communicate with export related authorities, customers, and suppliers to ensure efficient, positive, and lawful relationships

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **logistics, business, or similar** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, you must hold a bachelor's degree in **logistics, business, or similar** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- **Applicants must speak advanced English**
- Proficiency with MS Excel (including pivot tables, VLOOKUP – role in Excel heavy)
- Strong math and computer skills
- Exceptional attention to accuracy, detail, and time-management
- Ability to communicate, present, and negotiate effectively

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title
4. Include a 2-3 introductory video link on your resume