



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10633) Logistics Program – Los Angeles



Program Duration: 12–18 months

Compensation: \$15.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This host company specializes in large lithium batteries. From golf carts, to powering off-grid solar-powered homes, they install, and provide support for a multitude of battery situations and needs. Using lithium technology, the host company is able to provide efficient, long-lasting, and renewable energy solutions.

Position Description:

- Responsible for handling 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
- Responsible from start to completion for export & import process
- Quote transportation rates
- 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, applicants must be **business/logistics** or related degree students OR be recent graduates who begin program within 12 months of their graduation date
- To apply for the **Trainee** program, applicants must hold **business/logistics** or related degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in this field
- **Applicant must speak Chinese – Spanish skills are a plus**
- Excellent English written and verbal communication skills
- Experience with solar power technology and lithium batteries is a plus
- 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