

an International Trade Career is closer than you think

Entry Level - International Trade Specialist

Company: Zisser Customs Law Group/ Masters Method Training

Job Title: Entry Level - International Trade Specialist (You earn \$ as you learn)

Company Description: Zisser Customs Law Group is a fast-paced, full-service international trade law firm and a global leader in Trade Compliance training (called Masters Method). We provide cutting-edge services ranging from import and export law, Mexico import/export law, compliance programs, supply chain security, managed services as well as automation. We deliver comprehensive services tailored to the needs of business in an efficient and cost-effective manner.

What makes us different: We are known for doing things a little bit differently. The reason our 20+ Year law firm has been able to keep and maintain large corporate clients, is due to our team's commitment of making trade compliance "a good experience". We don't do-the-work and hand-it-over to a confused company; we make it our duty to create processes to ensure the client is educated and has tools. This approach takes more effort, but as someone looking to grow in this field, it will build not only your knowledge of trade compliance, but help you prepare for a director or managerial position further on.

Job Purpose: Support our team's operational and customer service duties.

Job Specific Tasks:

- Assist Trade Compliance team with import training and documentation.
- Help gather information from customs brokers and freight forwarders necessary to perform audits, analyze audit data and present it in a professional format.
- Prepare training materials and arrange shipping
- Review SOP's and confirm procedures are being followed by client's personnel, freight forwarders and customs brokers
- Support the Trade Compliance team with the management of records, forms, and documentation
- General office duties, including but not limited to; purchasing materials, answering phones and taking precise messages, customer service duties, scheduling, copying and binding
- Attending project meetings, taking notes and Managing your own projects
- Assist the Trade Compliance team on ad hoc trade compliance projects
- Planning fun Office events and training events

Requirements:

- Proficiency using Excel, Word, Keynote and PowerPoint
- Excellent verbal and written communication skills (sharing ideas and following-up)
- Excellent organizational skills and attention to detail (we are a law firm after all)
- Ability to complete tasks on teams and individually
- High-Energy, positive attitude and a willingness to learn new ideas
- As a small office, we all work very closely together requiring that your personality is similar to ours (during interview process we would like you meet **all** our staff).

Education:

Associates or bachelor's degree in Business Administration or similar discipline.

Job Type:

Full Time (9am-6pm Monday-Friday), In-House (Otay Mesa Office)

Salary

\$16 -\$18 per hour or \$33,000 - \$37,000 per year (salary negotiable depending on experience)

Employee Benefits include Company Health Insurance Policy, Profit-Sharing plan, 2-Week Paid Vacation

Still interested? Here is how to apply?

Send *Resume and Cover Letter* to: solutions@zissergroup.com.