

Impex Forwarding Agency, Inc. seeks F/T Office Clerk for their Brownsville, TX, location. Duties: Assist with document preparation to facilitate the import/export of goods. Input necessary data into software to generate the necessary documents for import/export. Ensure invoices and duties have been paid by clients to avoid delays at customs and ports of entry. Assist clients with gathering the necessary documents for customs clearance. Calculate duty and tariff payments owed on shipments. Must have 12 mos. exp. as office clerk - customs. Interested applicants please submit resumes to Israel Hernandez at impexforwardingagency@yahoo.com