

Sinergia Exporting, LLC is seeking to employ a Logistics Coordinator to work in Hidalgo, Texas and carry out the following job duties: Coordinate and manage logistics operations including shipping, receiving, and inventory management; track and monitor the movement of goods and materials, ensuring on-time delivery; collaborate with internal teams, external vendors, and carriers to resolve any logistical issues; prepare and maintain accurate documentation and records for all logistics activities; optimize logistics processes and identify opportunities for cost savings and efficiency improvements; ensure compliance with regulatory requirements and company policies; assist in the development and implementation of logistics strategies and procedures; receives / processes customs compliance inquiries and requests; performs data entry of all Mexican customs entries; maintains accurate customs records; ensures all exported items meet requirements for documentation, inspections, and support for U.S. and Mexican government agencies; collaborates with internal teams, brokers, vendors, carriers, and suppliers to ensure customs compliance and address / resolve questions and issues; assists in researching / documenting reviews of customs compliance inquiries and requests; participates in / conducts customs compliance audits; may conduct audits with external stakeholders; and proactively stays current on customs compliance-related regulations. The qualified candidate will have a High School diploma. Salary: \$40,456.00/year. If interested, please mail your resume to: **Sinergia Exporting, LLC, Attn: Jesus Lastra, 2101 N. 10th Street, Suite B, Hidalgo. Texas, 78557**