

Import Associate

[J. America LLC Columbus, OH 43215 USA](#)

Benefits Offered

Dental, Vision, Life, Medical

Employment Type

Full-Time

Process international shipments - to include overseeing clearance documentation; HTSUS classifications; payment arrangements of vendors; verifying booking details and confirming they contain the right items. Assist with the Managing of inbound containers and the importation and coordination of all FCL/LCL air shipments. Ability to consolidate FCL loads

Record keeping is a key component of the Logistics Associate's job. They must scan or enter all shipments into a computer system, calculate freight to ensure cost are correct, maintain written and electric (ACE) records as required by federal and state regulations. Must be familiar with state and federal regulations CBP; CFR; HTSUS; BIS; USITC; FTC; IMO just to mention a few. Assist with all logistic functions as deemed necessary.

Requires significant attention to detail and sense of urgency

- **review shipment bookings and ensure quantity is correct**
- **Trace, track and maintain shipment files – managing inbound containers**
- **maintain contact with vendors to ensure timely delivery of goods to DC**
- **Interact with third party logistics service providers**
- **Audit freight cost and documentation**
- **Ensure accuracy of all documentation**
- **Maintain communication throughout the Supply Chain, both US and overseas**
- **Review freight bills for accuracy and approval**

- **Ensure all import documentation is received and accurate**
- **Ensure all payments are processed on time**
- **Organize files both manually and electronically**

3+ year's experience

Additional

- **Maintain WIP report per division**
- **Maintain separate report for VP of Sourcing & Logistics Mgr.**
- **Receive and distribute import dox**

- **Maintain shipment files both manual and electronic as per CBP regulations**
- **Check bookings for accuracy against PO and worksheets**

Perform all additional functions defined by management

About J. America LLC:

Vetta, LLC (holding company) came together through a merger of J America and Top of the World. Vetta, LLC is a Blue Point Capital Partners company that has offices in Fowlerville MI, Norman OK, Webberville MI and a Design Center in Columbus OH. In addition, the Company also has an office in Hong Kong to support our global sourcing efforts.

Both companies (J America and Top of the World) have a long and successful history of providing industry leading collegiate and blank headwear and apparel. Since our inception, the legacy companies have been committed to being the fashion leader and #1 source for blank and decorated headwear and apparel.