

Courtney Agencies is a locally-owned, family-operated customs brokerage and freight logistics company founded in 1955 and located in downtown Vancouver. We are seeking a **junior customs rater** (ideally with 2+ years' experience) to join our team of 25 and help continue our reputation of providing responsive, knowledgeable and accurate service to our clients.

Responsibilities

Support the customs team by processing low value courier shipments (LVSC), performing data entry and other administrative tasks in support of high value shipment (HVS) operations for all modes and types of transactions. Over time, train and perform in all areas of LVS and HVS operations. Communicate with service providers, clients and colleagues to solve transaction issues.

Skills

- Strong data entry and software skills
- Communication with client service orientation
- Team experience and orientation
- Comfortable with complexity and problem solving
- Organized and able to prioritize in fast paced work environment
- Open to learning and feedback
- Hardworking, dedicated, reliable

Education

- CCS designation (via CSCB) or equivalent or willing to pursue with company support
- Post-secondary education degree is a strong asset
- Studies and career focus in international trade, economics, business and/or logistics



Compensation & Location

Entry level salary transitioning to competitive based on experience and skills. Extended health and dental benefits. This is a full-time position located in downtown Vancouver office with capability to work from home part-time until COVID risk passes. As a junior position, it is not suitable for long term remote employee. We are only looking to hire someone who is already permanently residing in Canada (preferably in Greater Vancouver area) and who already holds a valid Canadian work permit. We are only able to respond to qualified candidates at this time.

About Courtney Agencies

Our purpose is to make it easier for values-based businesses to succeed in the global marketplace and our vision is a global community where trade enhances understanding and quality of life. **Courtney Agencies: Bringing businesses closer together**

COVID-19 Protocols

We have strong COVID safety protocols in place including plexiglass barriers, social distancing, sanitization, limit number of staff in office at same time, etc. Many staff work from home part time or full time during COVID and we follow strict rules to avoid the office if showing any symptoms.

Send your CV and cover letter to resume@courtney.ca