

*Hyde Shipping is seeking a Documentation Specialist / Port Coordinator*

The ideal candidate will possess strong communication skills, accountability, a solid work ethic and commitment to excellence.

**Responsibilities include, but are not limited to:**

- Preparation of AES (SED) documentation with precision.
- Providing excellent customer service to clients.
- Ability to follow procedures and instructions.
- Processing documentation required for shipments.
- Processing and preparing the documentation filing.

**Qualifications Required:**

- Import / Export clerical experience 5+ years
- Excel & Microsoft 365, GDZ-ISIS (beneficial but can learn)
- Ability to ensure documentation deadlines / organizational skills / ability to prioritize
- Bilingual is a plus (English/Spanish)
- High School Diploma or GED required

**Benefits:**

- Competitive Pay
- Medical, Dental, Vision, Life Insurance
- 401(k) retirement plan with company generous company match after 1 year
- PTO after waiting period

**Schedule:**

- Full time / 40 hours per week / Monday - Friday
- This position requires occasional extended hours depending upon workload.

**Contact for information: Rafael Lugo 305-913-4917 & Lori Brantley 305-913-4945**