



CURRENTLY AVAILABLE INTERNSHIP POSITION IN THE USA

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City or Washington DC** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

To apply for this open position, follow this link and click on APPLY NOW:
<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

Paid Logistics / International Business/ Import-Export	
Position ID:	LogisticsNY
Start Date:	Rolling
Location:	New York, NY
Duration:	3 - 12 months
Compensation:	Unpaid
Company Description:	
A Global Import-Export Logistics company that specializes in international business and trade logistics. The company coordinates Air, Ocean and Land shipping and freight logistics for companies all over the world. The company is located in New York, on Long Island near the JFK airport.	
Job Description	
The International Business Logistics Coordinator will assist in the day-to-day operations of Air, Ocean and Domestic shipments. This candidate will facilitate the proper handling and shipping of various types of cargo and assist the company President in international and domestic marketing activities.	
Internship Duties and Activities:	
<ul style="list-style-type: none"> • International Marketing • Market research to help establish new markets for the sales team • Social Media coordination • Creation of marketing materials • Coordination of mailings and Constant Contact outreach • Creating documentation such as B/L, Shipping Manifests, arrival notice, release notice, and delivery orders • Adhering to all domestic and international regulations • Organizing & collecting documentation from overseas agents and domestic shippers and receivers daily • Tracking shipments, scheduling deliveries. and updating responsible parties on the status of their freight both by phone and email • Preparing rate quotes upon request from customers and agents 	
Minimum Qualifications:	
<ul style="list-style-type: none"> • Undergraduate or graduate degree in Business, Trade, or logistics • Proficient working knowledge of Microsoft Word & Excel with willingness to learn new software systems • Detail-oriented with ability to multi-task Capable of working effectively under pressure in a fast-paced, high volume office environment • Excellent written and verbal skills, demonstrating superior phone etiquette and top-notch customer service 	