

# **Nippon Express USA, Inc.**

## **JOB POSTING ANNOUNCEMENT**

*Position:* Air Import Supervisor  
*Pay Classification:* Exempt  
*Region/Branch:* East/New York Branch  
*Location:* Jamaica, NY

### **Posting Description:**

This position will require interaction with Airlines, Truckers, US Customs, Outside Customs Brokers, Nippon Sales Team, and our Customers. This person will ensure there is communication between Nippon JFK Brokerage team, Nippon Warehouse team and the Air Import team. This person will create processes to ensure this team is operating efficiently and accurately while delivering superior service to all our Import Customers.

### **Primary Duties:**

- Ensure each team member understands their workload and helps prioritize to ensure we are meeting customer expectations.
- Review incoming shipment data to avoid costly Airline storage and late deliveries.
- Understand AMS and make sure all AMS issues are being worked on and resolved as quickly as possible.
- Customer invoicing is completed timely and accurately.
- Create new processes and improve on current processes to better execute operationally and exceed our customer expectations.
- Coach, Train and hold accountable all direct reports for production, quality and meeting deadlines as dictated by our customers and our vendors.
- Implement NEU's policies & SOPs.

### **Required Skills and Experience:**

- 5 years Air Import operations
- 3+ years of leading/managing direct reports
- Knowledge of AS 400 system preferred
- Must understand how to deal with and fix AMS issues
- BS Degree in business or equivalent management experience
- Experience in accounts receivable, accounts payable

**Other Requirements:**

Ability to build the Air Import Team to effectively accomplish the business goals...  
Ability to be creative to develop and implement new approaches to grow the Air Import business...

This job posting indicates the general nature and level of the work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

**Interested applicants please send letter or Email of interest and resume to the attention of:**

Megan Holzmann, Air Import Manager – [Megan\\_Holzmann@nittsu.com](mailto:Megan_Holzmann@nittsu.com)