



## JOB DESCRIPTION - FREIGHT FORWARDER

**Job title:** Freight Forwarder

**Department:** Logistics Operations

**Location:** Frankfurt

**Hours:** Monday-Friday, 9.00am-5.00pm variable  
(plus hours necessary to meet business needs)

**Main purpose of job:** To plan and manage time-critical logistics solutions throughout Europe and worldwide, operating within strict time restraints ensuring all schedules and deadlines are met.

**Responsible to (manager/post):** General Manager

**Responsible for (staff/jobs):** N/A

### Key job responsibilities

- Liaise with international air freight agents, airline operators and brokers to agree transport costs and ensure the best possible solutions are sourced to fit clients' requirements
- Have an understanding all risks involved with each shipment and mitigating those risks
- Calculate air freight rates, including chargeable weight conversions
- Monitor the progression of transports, advising the client at agreed milestones and ensuring the transports are running to schedule
- Ensure our bespoke transport management system is correctly monitored and fully updated when required
- Answer incoming calls professionally and deal with any enquiries quickly
- Make bookings directly with the airlines
- Liaise with the handling agents in Frankfurt and the customs agents to ensure smooth handling processes at the airport

## Competencies required to do the job



### OPERATIONAL

- Customer focus and commercial awareness 4
- Negotiation skills 3
- Analytical and problem solving 5
- Knowledge of imports and exports 5



### ORGANISATION

- Customer focus 5
- Systematic approach 5



### MOTIVATION

- Focused and self-motivated 5
- Task completion/tenacity 4
- Close supervision not required 3

## Any technical job-related skills

- Excellent spoken and written English required
- Working knowledge of forwarding software & Microsoft Office
- Working knowledge of handling air freight and associated regulations
- Time-critical logistics experience is desirable

## Join the team

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

## About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.