



**VAN'S AIRCRAFT**  
TOTAL PERFORMANCE

14401 Keil Road NE, Aurora, Oregon, USA 97002  
PHONE 503-678-6545 • FAX 503-678-6560  
www.vansaircraft.com • info@vansaircraft.com

**Job Title:** Freight Clerk – International and Domestic Shipping  
**Location:** Aurora, Oregon

At Van's Aircraft, located in the heart of Aurora, Oregon, we pride ourselves on being a leading manufacturer and distributor of high-quality crated aircraft kits. Our commitment to excellence in both our products and their delivery has made us a trusted name in the aviation industry worldwide. As we continue to grow and serve a global market, we are looking for dedicated individuals to join our team.

### **Job Description**

Van's Aircraft is in search of a detail-oriented and experienced Freight Clerk to manage and coordinate our international and domestic freight shipments. The successful candidate will play a crucial role in ensuring our aircraft kits are shipped efficiently, safely, and in compliance with all regulations. This position requires a proactive individual who is adept at coordinating domestic OTL freight and arranging international container shipments.

### **Key Responsibilities**

- Manage domestic OTL freight operations, including scheduling, tracking, customer communication, and ensuring timely delivery.
- Arrange and coordinate international container shipments, adhering to customs regulations and international shipping laws.
- Prepare and process essential shipping documentation, such as bills of lading, invoices, and export declarations.
- Proactively track shipments, provide status updates to internal teams and customers, and address any transit issues.
- Work closely with warehouse staff to ensure proper packing, labeling, and readiness for shipment.
- Maintain meticulous records of freight activities, including costs, delivery timelines, and carrier performance evaluations.
- Uphold safety and handling standards specific to the shipment of aircraft kits.
- Facilitate customs clearance for international shipments by liaising with customs brokers.
- Negotiate contracts and rates with freight carriers to achieve cost-effective shipping solutions.
- Continually assess and improve shipping processes for increased efficiency and customer satisfaction.

### **Required Skills and Qualifications**

- Demonstrable experience in freight coordination, with a focus on domestic OTL freight and international container shipping.
- Proficiency in freight software systems, ERP tools, and Microsoft Office Suite.
- Strong negotiation and communication skills, capable of fostering relationships with carriers and vendors.
- In-depth understanding of customs regulations, international shipping practices, and export requirements.
- Exceptional organizational skills and meticulous attention to detail, with the ability to manage multiple shipments concurrently.

- Self-motivated with the ability to work both independently and collaboratively in a dynamic setting.
- Problem-solving abilities with a commitment to resolving shipping challenges.
- High school diploma or equivalent; post-secondary education or certifications in logistics or supply chain management is a plus.

#### **What We Offer**

- A competitive salary and benefits package.
- A supportive and team-oriented work environment.
- The chance to contribute to the success of a respected leader in the aviation industry.

Van's provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

#### **How to Apply**

If you have a passion for logistics and are looking for an exciting opportunity at Van's Aircraft, please send your resume and a cover letter explaining your experience to [jobs@vansaircraft.com](mailto:jobs@vansaircraft.com).