

Freight & Shipping Logistics Coordinator



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Location: Hatfield – 3 days onsite / 2 days WFH

Welcome to Air Business

Based in Hatfield, Air Business is a global logistics partner specialising in freight forwarding, international shipping and logistics solutions. Our experienced team supports clients across the UK, Europe and worldwide, managing complex shipments across air, road and sea. With decades of industry experience, we work closely with customers, carriers, overseas agents and logistics partners to provide reliable, end-to-end solutions, from initial planning and customs documentation through to final delivery.

We are looking for an experienced Freight & Shipping Logistics Coordinator to join our team in Hatfield.

This is a hands-on role for someone with a strong background in freight forwarding, international shipping and customs, who enjoys managing shipments from start to finish and working with customers, carriers and overseas partners. You will coordinate international import, export and cross-trade shipments across air, road and sea, ensuring all documentation, customs requirements and deliveries are managed accurately and on time.

Key Responsibilities

- Coordinate import, export and cross-trade shipments worldwide.
- Manage air, road and sea freight, including AWBs, CMRs and Bills of Lading.
- Prepare and check customs, shipping and compliance documentation.
- Manage import/export customs formalities and ensure compliance requirements are met.
- Apply Incoterms correctly across international shipments.
- Coordinate cross-trade movements between overseas countries, such as France to Spain, Italy to Belgium and Germany to the USA.
- Liaise with customers, carriers, overseas partners, agents and suppliers.
- Arrange courier and transport bookings and monitor deliveries.
- Prepare shipping instructions and provide accurate shipment information.
- Prepare and process sales invoices for clients.
- Review and approve supplier invoices.
- Prepare tariffs, quotations and shipping instructions.
- Monitor shipments and proactively resolve any issues or delays.
- Maintain accurate records and ensure all shipment information is updated.

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About You

You will ideally have:

- 2–3 years' experience in freight forwarding, shipping or international logistics.
- Strong knowledge of import/export customs formalities, documentation and compliance.
- Practical experience across air, road and sea freight.
- Good understanding of Incoterms.
- Experience managing cross-trade shipments and international movements.
- Knowledge of AWB, CMR and Bills of Lading.
- Experience working with couriers, carriers, agents and overseas logistics partners.
- Excellent attention to detail and organisational skills.
- Strong customer service and communication skills.
- The ability to manage multiple shipments and deadlines simultaneously.
- A proactive, hands-on approach with good problem-solving skills.
- Good commercial awareness, including experience with quotations, tariffs and invoicing.

Why Join Us?

This is an excellent opportunity to join an established logistics team where you will have responsibility for a varied portfolio of international shipments and work closely with customers and global logistics partners.

If you have a strong freight forwarding and shipping background, enjoy working in a fast-paced environment and want a role where your logistics knowledge really makes a difference, we would love to hear from you!

Join us and help deliver seamless event logistics worldwide.

For further information on this role, please contact:

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