



DP WORLD

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Vacancy Logistics & Custom Brokerage Assistant

The role

DP World Paramaribo is looking for a dedicated Logistics & Custom Brokerage Assistant to support end-to-end logistics operations related to cargo movement, documentation, customs clearance, and delivery coordination. In this role, you will play a key part in ensuring the timely release, smooth transportation, and accurate documentation of cargo for both sea and air freight services.

The Logistics & Custom Brokerage Assistant is the first point of contact for customer queries, supports warehouse coordination, assists in customs brokerage processes, and provides operational support across multiple logistics functions. Your contribution will directly enhance customer satisfaction and strengthen our operational efficiency.

Key Responsibilities

- Coordinate transportation and delivery of cargo (door-to-door and port-to-door).
- Act as the first point of contact for customer queries on cargo status, documentation, and release.
- Prepare and verify shipping and customs documents (e.g., bills of lading, delivery orders, invoices).
- Ensure compliance of all documentation with internal procedures and regulatory requirements.
- Facilitate timely release of cargo in coordination with warehouse teams and bonded warehouse authorities.
- Maintain accurate digital records of cargo receipt and dispatch.
- Coordinate LCL shipments and ensure seamless delivery to customers.
- Track incoming and outgoing shipments and liaise with carriers and internal teams.
- Support pricing and service proposals for LCL and airfreight customers.
- Assist in customs documentation and clearance processes, coordinating with customs brokers and authorities.
- Provide administrative support for vessel clearance and agency operations.
- Identify and escalate operational or regulatory bottlenecks when necessary.

Paramaribo Office

DP World, 2nd Floor, van T' Hogerhuysstraat 13-15, Nieuwe Haven Business Center (NHBC)

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Qualifications, Experience & Skills

- MBO or Bachelor's degree in Logistics, Supply Chain Management, International Business, or a related field.
- 2–4 years of experience in freight forwarding, logistics operations, or customs clearance.
- Strong organizational and time management skills with the ability to prioritize in a dynamic environment.
- Sound knowledge of shipping documentation and customs processes.
- Excellent communication skills in Dutch and English (written and spoken).
- Customer-focused mindset with strong problem-solving abilities.
- Proficiency in MS Office; experience with freight forwarding systems is a plus.
- Willingness to work flexible hours, including off-shift emergencies.

Why DP World Paramaribo?

At DP World Paramaribo, you will:

- Join a dynamic global organization at the forefront of trade and logistics.
- Contribute to shaping efficient, impactful local and regional operations.
- Be part of a purpose-driven culture that values sustainability, safety, and innovation.
- Collaborate with a professional and multicultural team in a fast-paced environment.

How to Apply

If you see yourself as the best fit for this position, we invite you to submit your resume and cover letter to PeopleDepartmentPAR@dpworld.com

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