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# Example of Air Export Job Description

Our company is looking to fill the role of air export. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for air export

* Develop and implement recommendations for improved productivity, efficiency, accuracy, cost savings, safety, compliance, standardization, and revenue production procedures for the Air Export department
* Collects, organizes, monitors, and evaluates operational, service, and performance data through automated reporting and regular communication to management and business units
* Performs data analysis to determine current performance and forecast and trend future performance to recommend improvements and/or corrective actions
* Process documentation, process mapping (Excel) and attending workshops with management to determine areas of waste and better processes
* May be required to perform other tasks as required
* Assist the team with coordination between all applicable parties for all air export shipments for our customers
* Involved in customer service activities and shipment processing, tracking and routing
* Serves as the escalation contact for customer’s Air Freight Export shipments
* Collaborate with internal customers (Gateway, Trucking, and, Handling ) for seamless customer service and improve process flows
* Review and manage month end reports, review P/L, open Accounts Payables Accounts Receivables

## Qualifications for air export

* Previous professional experience in Transportation/Freight forwarding industry, Exports/Air Freight experience is highly preferred
* English (Writing, Speaking, Listening, Reading)
* Skilled in using all MS Office
* University degree or equivalent, preferred in Logistics, International Trade
* Minimum 2year experience in Air Freight (Preferred in Air Export)
* Acts as key contact for allocated customers