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# Example of Export Assistant Job Description

Our innovative and growing company is looking for an export assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for export assistant

* Assisting sales in providing customer quotation
* Shipping handling/planning
* Produce/pass invoices
* Maintain quality standards for operational export procedures and improve them where necessary
* Work towards meeting custom demands
* Data quantity and integration
* Scan and fax written correspondence
* Oversee calendars
* Assist team members with tracking and updates of current projects and communications
* Verification of posted communications for distributors using the internal network

## Qualifications for export assistant

* Honda Product Terminology
* Communicate with the merchandising and buying teams, outside brands regarding order discrepancies
* Investigate, file, and track all outbound claims with carriers (UPS, DHL, ) YNAP insurance company
* Proven experience in export procedure
* Experience with Letters of Credit and associated documentation
* Good verbal and written skills of Italian and English language