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# Example of Export Assistant Job Description

Our growing company is searching for experienced candidates for the position of export assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for export assistant

* CTPAT & ISF Security Programs - Assist in maintaining HAL’s membership in CTPAT and updating HAL’s Security SOP
* Compliance Assessments - Conduct ongoing entry reviews for divisions
* Training - Assist in conducting IEO’s seminars on imports, exports, and supply chain security
* IEO Newsletter & Bulletin Board - Write articles and features for quarterly IEO Newsletter
* Customs Brokers - Liaison with all HAL customs brokers & forwarders
* To support Supply Hub Pune ,all Offices, units and divisions for Import & Export, Warehousing and Distribution related activities
* To co-operate and maintain good relations with various Custom/ Govt
* To co-ordinate with all internal and external customers for their requirement
* To identify opportunities in line with the policies and procedures for the best way to import & export and distribution at the lowest cost abiding all laws of the country
* To avoid delays and cost overruns and be able to provide better service, advise the initiators of the import and export better ways to handle the issues

## Qualifications for export assistant

* Communication with agencies (artworks) and logistics (samples, packages, hostess costumes)
* Help in organisation of local meeting/events
* Previous administrative experiences in an international environment
* Bachelor's Degree, major in Foreign Trade with at least 4 years of experience in similar fields
* 1-2 years import, export, or international logistics experience a plus
* To implement procedure and routines for the interface with other departments