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# Example of Export Assistant Job Description

Our growing company is hiring for an export assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for export assistant

* MIS & Reporting of KPIs on a Monthly Basis
* Continuous improvement in Efficiency & Cost Saving initiatives
* Good communication skills for overseas procurement
* Understanding of Special Duty Exempted Imports Sales Procedure ( High Seas Sale / Customs Bonded Sale )
* Knowledge of Excise Law applicability on Manufacturing Industry & Excise duty exemption/s
* Well Verse with Imports / Exports / Re-export procedures & documentation
* Well Verse with BIS,WPC Licenses requirement and applicable regulations
* Implementation of Export Requirements
* Performs Export Audits
* Manages Shipping Paperwork

## Qualifications for export assistant

* Liasioning with Custom Authorities
* Experience in Telecommunication Industry is Desirable
* Ensures export document templates (CI, SLI, ) are up to date
* Match airway bills and ensures AES filing numbers are mated-up after shipments have left the dock
* Keep Shipping Team current to best export compliance practices
* Scan shipping paperwork to applicable folders