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# Example of Export Assistant Job Description

Our growing company is looking to fill the role of export assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for export assistant

* Premium freight for OSP and Final Shippers
* Coordinate box spend
* Responsible for accurately and confidentially handling correspondence, reports, financial documents and related material
* Provide direct support for a variety of administrative activities requiring knowledge of organization systems and procedures
* Support multiple and concurrent activities and projects, and field and respond to external customer requirements
* Maintains administrative systems to assure compliance to company policy, customer requirements and regulatory agency guidelines
* Effectively and promptly communicate with internal and external customers relative to the department’s policies and practices
* Maintains a basic knowledge of the organization and/or disciplines supported, budget and planning methodologies, training methods, and business practices
* Detects and report problems that require a basic knowledge of the company’s policies and practices and knowledge of the department’s activities
* Maintains and updates filing system for the department

## Qualifications for export assistant

* Assists in the development and maintenance of a business culture, which supports the Company's overall business objectives and goals, to include issues that involve “cost, quality, process, schedule and people”
* Ensures subordinate staff is aware of the policy and their individual responsibility and accountability for complying with it
* May require strong working knowledge of word processing (Word) and presentation (Power Point) software, debits and credits and impact on general ledger and have skills with 10 key
* Ability to represent the Company in a highly professional manner
* Must maintain the highest level of confidentiality
* Must be well-organized, be able to multi-task and have a high level of attention to detail