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# Example of Export Clerk Job Description

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

## Responsibilities for export clerk

* Creates and maintains export shipment files according to document retention
* Resolves any issues that freight forwarders may have that interrupted shipment to customer
* Create Dock Box for International UPS shipments
* Sign, Seal and Distribute international invoices per customer requirement
* For all non-UPS shipments, updates packing slip journal with tracking and freight information
* Tracking number, Date and Time of shipment, Weight
* Published Charge, Calculates published charge for non-UPS shipments
* Maintain file of shipments per document retention
* Piqua Order Adjustment
* Responding to shipment discrepancy

## Qualifications for export clerk

* Resolve issues that customers report
* Previous experience in a shipping office preferred, including experience with export shipments
* Receive and update pre-alerts in a timely manner
* Track and Trace ocean export shipments
* File customers’ Customs documents
* Prepare commercial documents, house and master bills of lading