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# Example of Export Clerk Job Description

Our company is hiring for an export clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for export clerk

* Assist in reception/answering phones
* Maintains quality service by following standards and departmental processes and procedures
* Support continuous improvement to build customer relationships and service both internally and externally
* Communicate and participate as part of a team
* Print export orders, type FSIS certifications and export documents
* Communicates with various departments such as Sales, USDA, Quality Assurance, and Shipping in regards to the status of exports, escalating issues where appropriate
* Prepares consolidation with customer’s document, airway bills, bills of lading and any other documentation deemed necessary to complete an export transaction
* Inputs data into the system to create file, shippers export declaration transmission, invoice to client and shipment track and trace update
* Assists in tracing and following up cargo to airport to ensure prompt delivery of freight
* Other duties as assigned to the position

## Qualifications for export clerk

* A minimum of 1 year experience in ocean export logistics
* 2 - 4 years experience within either Ocean or Air Freight
* Adhere to the Company's 52 hours training policy
* Associate’s and/or Bachelor’s degree preferred
* General understanding of how MRP works
* Detail oriented and must have the ability to multitask in a fast-paced, deadline-driven, customer-focused environment