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# Example of Export Manager Job Description

Our growing company is hiring for an export manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for export manager

* Manages the services and performance of vendors, third party providers, and other relationships
* Oversee and maintain the Harmonized Classification System pertaining to tariff research, binding rules, protests, duty rates, and valuation on import shipments into the U.S. are processed timely and efficiently and in accordance with all applicable laws
* Assist in maintaining a classified (HTS) Item database
* Support and ensure compliance for GSP, NAFTA, and other duty preference programs
* Review and approve Foreign Visitor Notifications through Workflow Gen
* Review and approve shipping requests through Workflow Gen
* Perform other compliance activities as determined by the Director of Export/Import Compliance
* Coordinate communication with Customs brokers and Customs bond underwriters
* Establish the operational terms and contractual structure for working with Reseller partners
* Work with various internal and external partners to scope, create, improve, and implement our global import/export strategy

## Qualifications for export manager

* A minimum 5 years experience in logistics is required
* Must be highly analytical with strong attention to detail
* Bachelor's degree in Supply Chain Management, Logistics & Distribution, Industrial Engineering, Transportation, Business, Computer Science, Mathematics/Statistics, Engineering, Technology or related fields
* Compliance/regulatory experience
* Strong working knowledge of the EAR and ITAR, with specific focus on licenses and license exceptions
* Able to deal with ambiguities, conflicting priorities, and work under pressure