Downloaded from <https://www.velvetjobs.com/job-descriptions/export-manager>

# Example of Export Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of export manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for export manager

* Manage and maintain EU Export Compliance policies and procedures
* Identify and drive process improvements / standardization
* Manage and develop export audits and internal controls
* Review and participate to staff appraisals timely, and at a minimum once per year per employee
* Drive and build relationships across departments including but not limited to Product Management, Ecommerce, Marketing, Enterprise Systems, to break silos
* Promotes team effectiveness by utilizing each person’s unique talent and skills
* Ensures the operational and financial performance, aligns budget to market, ensures the accuracy of results, reviews financial results with teams, and implements adjustments as required
* Collaborates and aligns with business development on local strategy, campaigns, participating in weekly meetings, supporting large or key customers, and seeks ways to gain competitive advantages
* Manages the quote process to ensure timely processing, accuracy, performance, escalation and approval
* Oversee or compute tariffs, price conversions, weight, and volume of merchandise exported to foreign destinations

## Qualifications for export manager

* Experience at the intermediate level with Microsoft Word, Excel, Project and PowerPoint
* Self directed, entrepreneurial work environment
* Total compensation weighted heavily towards commissions rewarded for incremental sales and profits
* Undergraduate Degree in Business or equivalent work experience preferred with sales/business acumen generally attained through 1-3 years similar work experience
* Understands buying decisions, buying processes and cash flow dynamics of small to medium accounts
* Ability to consistently “close” a sale