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# Example of Export Specialist Job Description

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

## Responsibilities for export specialist

* Reevaluate technology transfer and VTH processes
* Bachelor's degree or higher in Business or related area
* Experience in a customer service, logistics, planning or scheduling role
* Knowledge of export logistics terminology (Vessel Bookings / INCO terms)
* Supervises Import/Export related activities and requirement for smooth execution of order replenishment process (customs clearance, road & sea international transportation booking, ) be it outsourced or in-house
* Dedicated contact (business partner) for a defined set of customers for order management
* Reviews orders for completeness, export compliance and company policies
* Monitors orders for timely delivery and works with suppliers to expedite
* Maintains orders with proper holds to update status
* Must be proficient with standard computer applications such as Microsoft Office, Internet Explorer and an email program such as Microsoft Outlook or Excel

## Qualifications for export specialist

* Very strong understanding of the company's overall supply chain strategy how minimizing regulatory burdens creates value-add for the company
* Ensure compliance with the EOU procedure and understand domestic and international shipping requirements
* Familiar with document flow for international shipping documents, Export/Import regulations Experience of import and export of chemicals will be preferred
* University degree in Business Administration, or in International Procurement and Materials Management
* 1+ year of international logistics experience
* Proficient in MS Office suite of software (Excel, Word, and PP)