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# Example of Export Specialist Job Description

Our growing company is hiring for an export specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for export specialist

* Give recommendation for improvement initiatives within the team
* Manage and optimize the logistics process for all export shipments under all modes of transportation, coordinating with customers and stakeholders across multiple international regions and time zones
* Proactively stay current with export rules and regulations
* Manage and improve documentation process, ensuring proper handling of documentation, compliance, banking stipulations, risk coverage, Consider customer specific requirements (Letters of Credit, Certificates of Analysis, Certificates of Origin, Registration Data Base,) local requirements (Free trade agreements, document legalization) and international requirements (Multimodal Dangerous Goods Declaration.)
* Maintain hazardous training and certification
* Partner with International Supply Chain, Sales, Clorox Subsidiaries, GTC, on market/product launches
* Communicate regularly with sales, customer, and other stakeholders on customer issues and opportunities
* Process damaged goods and short/overage shipment claims from receipt to settlement
* Manage the product portfolio, sales Channels in the allocated markets
* Work closely with LP export and local sales team in the allocated countries to develop distribution and OEM (Original Equipment Manufacturer) channels for EPMV

## Qualifications for export specialist

* Bachelor's degree (B.A.) from four-year college or university in Supply Chain / Logistics / Customs Mgmt
* Relevant college degree or equivalent logistics experience
* Ability to use logic and problem solving skills to identify opportunities of improvement
* Must be thorough, logical, and detail oriented with decision making ability and a high degree of initiative and ability to present solutions
* Strong written and verbal communication skills for interacting with both internal and external partners effectively
* Able to work independently, but willingness to be a team player in support of team goals