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# Example of Export Job Description

Our company is growing rapidly and is looking to fill the role of export. 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

* Enter, coordinate all orders and shipments for all product lines
* Efficiently and effectively communicate with customers
* Prepare invoices, pro-forma invoices, insurance certificate, proper documents for clearing goods, edit invoices to allow entry of goods into destined country, Certificate of Manufacturer, Certificate of Quality and Quantity, fumigation, wood contents, haz mat documentation
* Prepare documentation for international shipments of vessels, railcars, and trucks
* Create and maintain electronic and physical files to capture vessel documentation
* Delegation of Authority for Commercial Trade Finance and invoice transactions valued to $26M
* Monitoring transaction from sales to shipping and collaborate any issues or concerns to Customer or Mosaic teams that may impact shipment
* Order processing and updates as required
* Responsible for cash application and controls of Credit Memo’s/ Debit Memos on customers’ accounts and controls required to release documents
* Negotiations and communications with customer specific to documentation instructions for importation

## Qualifications for export

* Must have strong written and communication skills, organization skills and attention to detail
* To provide superior and efficient Order Management Services by efficiently managing information, documentation and product flow to meet both internal and external Customer needs in EEMEA region
* 2 years experience at order processing (customer service) position in an international company
* Letter of credit (L/C), cash against document (CAD) knowledge is preferred
* Fluent knowledge of English is a must
* Computer literate – ERP system, MS Office