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# Example of Import Coordinator Job Description

Our company is looking for an import coordinator. 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 import coordinator

* Support Distribution Centers in their daily operational inquiries
* Process production orders in SAP and manage corresponding replenishments
* Resolve day-to-day process related matters
* Ensure product availability while managing low inventories and high stock turnover
* Seek for and suggest improvements of the import processes
* Provide accurate and timely information/data for the financial month close process
* Partners with Product Development to ensure accurate execution of SMS while maintaining the Brand aesthetic
* Responsible for SMS Style Master Information in N41
* Assists design and product development in preparing SMS samples for Pre-Line and Line Review Meetings
* Coordinates SMS corrections with Product Development Tech Services, and the DC

## Qualifications for import coordinator

* Two (2) years of business experience required, which includes one (1) year of related business experience preferred
* Strong working knowledge of CBP regulations and harmonized tariff OGA regulations preferred
* Strong organizational skills to allow for completing multiple duties and meet multiple deadlines
* Three (3) years of business experience required, including two (2) years of related experience preferred
* Knowledgeable in the use and applications of computers and related software including the Microsoft Office Suite
* Knowledge of the US/Canadian customs regulations including customs entry requirements or the Harmonized Tariff System a plus