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# Example of Import Manager Job Description

Our growing company is searching for experienced candidates for the position of import manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for import manager

* Support the category teams across EU5 in volume and savings projection and drive annual volume and capacity planning for the EU
* Partner with Trade Compliance, Product Compliance and Legal teams to simplify vendor processes and keep Imports safe and flawless
* Assist as a liaison between departments for gathering any additional information needed to continue moving the import freight
* Provide timely responses to Customs regarding CF- 28, CF-29, entry details, refunds
* Analyze and interpret requirements for import compliance as they relate to the U.S. Customs and Border Protection
* Lead a team of senior professional, professional level and non-exempt roles
* Develop processes to measure and direct the daily flow of inbound products, ensuring timely and cost efficient delivery
* Negotiate all contracts for ocean freight, freight forwarding, brokerage and U.S. domestic transportation for the GGS business unit
* Define requirements for a supply chain visibility tool
* Continually monitor carrier/broker performance and recommend, as needed, when carrier reviews are necessary

## Qualifications for import manager

* Previous experience with the AS400 system preferred
* Network equipment knowledge
* Detail oriented, capable of following complex procedures, timely follow-up while working within multiple systems
* Understand garment construction and costing details
* Deep discipline to calendar and ability to track key product development milestones
* Full Package experience required