



Example of Air Export Job Description

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Our company is searching for experienced candidates for the position of air export. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for air export

- Ensure the team follows all established procedures
- Improve data quality and C2K quality
- To ensure customer enquiries are handled in a courteous and efficient manner, and to the customer's satisfaction
- Provide regular updated flight details and/or status reports as required
- Ensure all shipments are charged correctly
- Supply general export information when and as required
- Registering of export shipments and transport collections
- Liaise with Warehouse and Transport departments on airline cut-offs, pick-ups and ensure freight is checked in
- Receive export freight booking from customers and complete relevant data entry procedures
- Pre alerts to be sent/track and trace entered

Qualifications for air export

- Previous air and export experience required
- Acceptable PC knowledge
- Knowledge of air space configurations
- Bachelor's Degree in Transportation, Logistics, or Supply Chain Management preferred
- Greater than six years of related experience

