



# Example of Export Agent Job Description

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Our growing company is looking to fill the role of export agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for export agent

- Create shipping instructions for export shipments
- Create or request all documents required for product to be in conformance with country of destination, which includes Bills of Lading, Import Permits & Certificates of Origin
- Sending documentation to customer for approval
- Once documents approved by customer originals sending out originals
- Track documents
- Ensure customer compliance across many platforms (local government, foreign government, banking, USDA regulations)
- Monitors customer profitability and escalates pro-actively to product and sales management to ensure that quoted services and pricing are adjusted to achieve profitability
- Performs credit check prior to arranging transportation
- Processes customer booking requests in accordance with customer level service agreements and established routing guides to maximize profitability
- Processes shipments in compliance with company, customer and regulatory requirements

## Qualifications for export agent

- University graduate, preferably with minimum 1 year's relevant experience
- Meet key performance indicators to support department, branch, product, and company
- You're a flexible and hard worker, no 9-5 mentality

- You're a real team player, professional, self-disciplined, customer service minded, accurate
- Work with the team on meeting KPI standards, as per the company's procedures