



# Example of Export Agent Job Description

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Our growing company is looking for an export agent. 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 export agent

- Contribute to maintaining strong vendor relationships- airlines, trucking companies, and others- including carrier onboarding, statement of work (SOW) documentation, and electronic data interchange (EDI) management
- Monitor agreed service levels, and identify root-cause when targets are not met, advice management of potential service failures and / or trends
- Ensure smooth and timely quotation presentation to clients (internal and external)
- Use Expeditors Quoting Tools and Quoting Tool Guides
- Ensure Quotations include proper pricing, routing, transit times, terms and conditions
- Ensure all customers rates are filed in the proper electronic files that connect to the client SOP
- Coordinate and execute tasks in cooperation with our service
- Participate in meetings with customers on regular basis
- Actively engage customer in service calls on a regular basis
- Timely and effectively handle the reports according to the procedures

## Qualifications for export agent

- A skilled communicator and relationship builder
- Self-motivated with a strong sense of urgency, performs well under stress
- Remains highly organized and has proven ability to multi-task and meet

- Strong team orientation, takes ownership of providing timely, correct and complete documents
- Compliance driven