



Example of Export Agent Job Description

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Our company is growing rapidly and is looking to fill the role of export agent. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for export agent

- Identify and implement improvements relating to processes in which front office and GSC are involved
- Provide relief backup to other customer service teams when required
- Provide support (reporting, documentation,) to Sales Executives and Account Managers as they prepare for business reviews
- Ensure adherence to branch SOPs, US Customs regulations, and C.H
- Act as a resource to explain the import arrival and transfer process to branch representatives
- Understand rating, make bookings and be able to determine costs
- Prepares, controls and distributes all required Export documents to counterparts (carrier, customer, consignee, supplier,) complying with regulations and internal procedures
- Process bookings with all major carriers for Ocean Export shipments
- Working directly with our Chicago Gateway on Less than Container Load (LCL) shipments
- Ensure compliance with all government filings and regulations such as Federal Maritime

Qualifications for export agent

- High School Diploma plus 5 years of combined Air and Ocean export operations and compliance experience
- University graduate, preferably with minimum 1 year's in freight forwarding business

- Meet company standards of 52 hours training per year, including as needed
- Coordinating and monitoring all import /export documentation to certify legal compliance and providing import and export administration within governmental rules and regulations