



Example of Export Agent Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of export agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for export agent

- Understand the processes, compliance and documentation requirements involved in international shipping from time of purchase order placement to delivery of cargo at ultimate destination via both ocean and air freight
- Gather necessary information to prepare quotes, and provide rate and transit options to customers
- Act as a resource to be able to explain and execute export compliance regulations, including AES filing and licenses
- Understand current market trends within both the ocean export and air export markets in order to provide customers with market intelligence and competitive pricing
- Resolve any overseas office/agent accounting, insurance or other issues, as applicable
- Handle accounting processes effectively and timely as they apply to assigned customers
- Open Master files 6 weeks in advance with sailing schedules provided
- Create hard copy file folder, run pre-planning report
- Run inventory report from FSI/warehouse
- Update carrier booking with equipment size and book with co-loader

Qualifications for export agent

- Soft skills such as turning complaints into opportunities, handling difficult customers and managing customers' expectation and

- A strong knowledge of transportation process for Domestic and International shipping and documentation
- Candidates must be proficient in Microsoft Office (e.g., Excel, Word, and Outlook)
- To manage customer specific documentation
- Have a flexible approach to teamwork