



Example of Import Export Job Description

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Our growing company is hiring for an import export. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for import export

- Develop sustainable business processes to classify new products and technology according to multi-national dual-use and military export controls, economic sanctions regulations, and other related international trade regulations
- Overall responsibility for shipment of well-packaged, on-time shipment in response to customer orders
- Over site of productivity of assigned shipping, receiving personnel
- Compile and maintain applicable metrics and KPI's
- Train, develop and monitor performance of team members
- Order processing (incl
- Responsible for researching products and making timely and accurate classifications using the U.S. Harmonized Tariff Schedule and Schedule B
- Responsible for researching products and making timely and accurate classifications of export control commodities, technology, and software as required by the ITAR and EAR
- Provide import/export education classes for campus staff and researchers and communicate and reinforce compliance policies and procedures
- Responsible for development and implementation of desktop processes, tools and forms applicable to US import/export international shipment operations

Qualifications for import export

- Experience with Microsoft software packages [e.g

- Advanced Excel Knowledge, understanding of functions such as PowerPivot, macros, preferred
- Previous experience in working in an SAP environment
- Bachelor's Degree in a relevant field and/or comparable experience is required