



Example of Import Export Job Description

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

Responsibilities for import export

- Analyzing and be updated on new regulations and procedures to be applied in the company whenever necessary
 - Responsible for daily import/export support, including Restricted Party Screening
 - Contribute as team member to import/export compliance process improvements
 - Assist the Director with import and export compliance program development and projects as required
 - Will develop, maintain and support international cargo security programs including but not limited to Air Cargo Advanced Screening (ACAS) and Customs-Trade Partnership Against Terrorism (C-TPAT)
 - Investigate, respond and track all Letters of Investigation and notices of violation from US Customs as they relate to Cargo shipments transported by SWA
 - Build and maintain relationships with appropriate regulatory agencies as necessary to advance compliance with international shipping standards
 - Serve as the primary contact with third party providers of electronic messaging services related to Cargo shipments inclusive of Booking Requests, Customs statuses and e-AWB requirements
 - Represent Cargo Management at Industry Meetings and prepare analytical reports, as necessary
 - Champion new technology improvements and system enhancements to meet international and interline business objectives
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- Must have a good working knowledge and understanding of Foreign Trade Zones, compliant zone operations, and Inventory Control and Recordkeeping systems
- Experience with import and export control commodity classifications and denied party screening required
- Effective team player, with ability to work well with people
- Actively contribute to the development and implementation of the company's policies relating to import/export control, and assist in establishing consistent standards for ensuring business compliance
- Coordinate front-line communications with local country trade compliance regulators and related government agency officials
- Intermediate knowledge of LX/Shiplinx systems