



Example of Import Export Job Description

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Our growing company is hiring for an import export. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for import export

- Organize oversea shipment by adhering to the given shipping instruction and be able to arrange shipment efficiently in a timely manner through different modes of transportation
- Organize an oversee Import / Export customs clearance and drayage operations
- Plan, negotiate and coordinate with all business partners such as carrier, freight forwarder, shipping & customs team, transport subcontractors and warehouse team to ensure smooth import and export operation
- Prepare related documents follow Thailand law and regulation
- Manage any relevant operational issues and provide efficient and timely problem solving
- Provide effective support to the warehouse operations, includes (but not limit to) financial reports administration, document administration, AP/AR and other general issues as required by the Operations Manager
- Continuously seek for opportunities to save cost or increase revenue to the company
- Knowledge share within team to standardize and improve working processes by leaving company values and achieve the same goal
- Carry out ad-hoc projects based on request
- Respond to brokers/freight forwarders inquiries supporting our current SOPs globally

Qualifications for import export

- Must be proficient in the use of current software, Microsoft Office (e.g., Outlook, Excel, Word, Access, and PowerPoint), Cargo point of sale system
- Able to read and comprehend technical documents, follow instructions, and learn and understand office procedures
- Must possess the ability to compromise and have the ability to work with all levels of the organization
- Must possess excellent organizational skills, written/verbal communication skills and be able to pay close attention to detail
- Must work under tight time constraints to complete assignments and projects