



Example of Import Export Job Description

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Our growing company is hiring for an import export. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for import export

- Serve as point of contact to assist business partners with product and technology classifications
- Work closely with the cross-functional stakeholders to drive change management
- Audit ZOE transactions
- Integrate operation's reports and Glosa to identify potential liabilities
- To document processes (flows, document, training material)
- To identify potential gaps between different processes (impo., expo., trade, clasification)
- Analyzing monthly KPIs from inland, international forwarders and Customs brokers to ensure targets are being achieved and prepare action plans if required
- Ensuring that the targets defined for the department are being achieved
- Bringing initiatives for possible cost reduction projects and provide implementation and follow-up plan
- Organizing and preparing presentation for monthly performance meetings with BUs

Qualifications for import export

- Must have a positive attitude, and be able to work under fast paced, demanding situations

- Experience with chemicals or a chemistry degree strongly preferred
- Must be able to travel to our facility in Ward Hill , MA as required
- Candidate **MUST** have experience in processing international and domestic shipment paperwork