



Example of Import Export Job Description

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Our company is growing rapidly and 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

- Revising lead times proposed on local Service Level Agreement with the BUs on quarterly basis
- Leading Junior Analysts activities on daily tasks
- Revising on a frequent basis the structure of processes focusing on continuous improvement
- Support global and regional compliance requirements in maintaining continuity with corporate trade compliance direction
- Handle in/out activity for both Raw materials and Finish products
- Manage Raw material and FG inventory, ensure physical goods can match records in SAP system
- Provide timely report with high accuracy
- Train and coach subordinates to work and grow
- Coordinate with China site to solve any issues related to materials receiving or transferring to site
- Execute other works assigned by Warehouse supervisor and manager

Qualifications for import export

- Extensive finance and accounting knowledge, including understanding of financial audits to detect system weaknesses and potential failures of internal controls strongly preferred
- Excellent written and verbal communication skills – fluent in Arabic and English

- Ability to be able to work remotely in a global team, self-motivated and flexible
- Excellent working knowledge of the Company's business, products and services within the defined region or territory would be an advantage
- Knowledge of utilizing CIP principles to effectively develop and deploy compliance tools, corrective action plans and process improvements would be an advantage