

# Import Export Administrator: Import/Export Administrator I

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Plans, schedules and routes imports and exports, including monitoring the flow of traffic to/from foreign destinations, ensuring related customer service, brokerage and customs transaction compliance. Maintains compliance with federal and foreign regulations governing the shipment, receipt and documentation of imported/exported products. Researches and resolves customer or supplier issues. Interfaces with internal and external worldwide import/export operations and organizations. Negotiates with foreign customers to develop handling agreements. Acts as liaison with U.S. customs representatives to resolve problems.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards. Limited experience with domestic and foreign import/export transportation.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Work Products (Examples may include but are not limited to)**

All Product Lines

## **Minimum Education and Experience**

1+ years of directly related experience. Basic MS Word, PowerPoint and Excel skills.