

Import Export Administrator: Import/Export Administrator II

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

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles. General knowledge of the Department of Transportation Regulations and of the existing rates and tariffs related to all modes of transportation. General knowledge of the US Department of Treasury Customs Laws (Import), and US Department of Commerce Regulations and US Department of State (ITAR) Regulations.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Coordinates that all documentation for both domestic and international shipments meet business, legal and regulations of United States government requirements. Inspects and audits payments of freight charges. Process the filing of claims to recover any damages on both inbound and outbound shipments.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

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

All Product Lines

Minimum Education and Experience

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