

Import Export Administrator: Import/Export Administrator III

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

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices. Thorough knowledge of the Department of Transportation Regulations. Knowledge of the existing rates and tariffs related to all modes of transportation. Thorough 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 complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives. Ensures 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

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

All Product Lines

Minimum Education and Experience

6+ years of directly related experience. Advanced MS Word, PowerPoint and Excel skills.