

Import Export Administrator: Sr. Import/Export Administrator

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

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization. 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 complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Leads export activities relative to the movement of software and hardware to ensure compliance with company Export Policies & Procedures, United States Code of Federal Regulations "Commerce / Foreign Trade" and "Foreign Regulations." Coordinates a variety of company Export activities including, license requirements, control of temporary export shipments, Shippers export Declaration documentation, etc.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

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

All Product Lines

Minimum Education and Experience

10+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel skills.