

Import Export Administrator: Import/Export Manager

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

Develops advanced concepts, techniques and standards. Develops new applications based on professional principles and theories. Viewed as an expert in the field within the corporation. Extensive knowledge of the Department of Transportation Regulations. Extensive knowledge of the existing rates and tariffs related to all modes of transportation. Extensive and 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 problems of unusual complexity which require a high degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Provides guidance to subordinates and/or team members based on organizational goals and company policy. Serves as an expert/consultant. Lead 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

Decisions affect the financial, employee or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

Liaison

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.

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

All Product Lines

Minimum Education and Experience

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