

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.

Level 1		Level 2		Level 3		Level 4		Level 5	
Import/Export Administrator I		Import/Export Administrator II		Import/Export Administrator III		Sr. Import/Export Administrator		Import/Export Manager	
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.	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.		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.		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.		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.	
	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.		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.	

	Level 1	Level 2	Level 3	Level 4	Level 5
	Import/Export Administrator I	Import/Export Administrator II	Import/Export Administrator III	Sr. Import/Export Administrator	Import/Export Manager
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	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.	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.	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, Unites 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.	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, Unites 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	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.	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.	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.	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	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.	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.	Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.	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	All Product Lines	All Product Lines	All Product Lines	All Product Lines
Minimum Education and Experience	1+ years of directly related experience. Basic MS Word, PowerPoint and Excel skills.	3+ years of directly related experience. Basic MS Word, PowerPoint and Excel skills.	6+ years of directly related experience. Advanced MS Word, PowerPoint and Excel skills.	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.	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.