JOB DESCRIPTION

Position/Title: Export Documentation Specialist & Shipping Administrative Specialist

Report To: Shipping/Manufacturing Manager

General Description: The specialist will be responsible for export documentation and data entry for all shipments. The specialist will also assist the shipping manager with daily functions.

Duties and Responsibilities:

• Responsible for the execution of export documentation requirements for shipments originating in the US to destinations globally, which include Letter of Credit shipments, commercial invoices, etc.
• Ensure that all documentation meets export regulations
• Arrange details of shipments with forwarders, carriers as necessary for exports
• Responsible for AES filing.
• Process shipments on Fedex and UPS system
• Produce labels and other documents for domestic shipments
• Transacting of daily shipments
• Adhere to all ISO Procedures and Work Instructions
• Keep work area clean and organized

Qualifications:

• High School Diploma
• Knowledge of US Customs Requirements
• Knowledge of MS Excel and MS Word
• Strong verbal, written communications skills
• Good computer skills, AS400 computer system knowledge a plus.

Note:
Dometic reserves the right to revise or change job duties or responsibilities as the need arises with the cooperation and agreement of current position holder. This job description does not constitute a written or implied contract of employment.