

The Ocean Export Specialist is responsible for processing the exporting of freight by preparing and processing documentation/shipment in accordance with standard freight consolidation and direct shipment procedures and governmental regulations.

Essential Duties & Functions:

- Arrange and coordinate pickup transportation from customer's warehouse/supplier to warehouse or carrier
- Communicate with carriers to confirm rates, ID routes, determine cost, review quotes, dates, etc.
- Arrange movement of freight for shipper's location
- Input data into computer system
- Process Dangerous Goods Freight according to DOT and IATA regulations
- Send out customer invoices
- Prepare Letters of Credit for exporting purposes
- Prepare Export Declarations and various DOC documentation
- Complete all Department of Commerce documentation for the exporting of freight out of the U.S.
- Check freight to insure it complies with TSA security regulations
- Process live animal and perishable shipments to comply with various federal agencies regulations
- Negotiate rates and space with the steam ship lines and truckers to obtain competitive rates when applicable
- Track and trace shipments
- Perform customer service duties
- Miscellaneous filing
- Label freight, check to insure that Dangerous Goods freight is properly packaged and labeled
- Comply at all times with standards and regulations to encourage safe and efficient business operations
- Attend meetings/training as required by management
- Perform other duties as requested by management

Education & Experience:

- Associate's degree preferred
- Ocean Export Operations: 2 years
- Employee must have capability of special type of arrangement such as OOG, ISO Tank, Roro and Breakbulk cargo experience
- Employee must have an understanding in international freight forwarding operations
- Employee must have an understanding of TSA security regulations
- Employee must have an understanding of federal regulations that pertain to international export of shipments
- Employee must have an understanding of worldwide import regulations
- Employee must have basic computer skills; Experience with AS400 and Cargosphere are a plus
- Employee must have excellent written and oral communications skills
- Employee must have the ability to use basic math skills to calculate freight, storage and other charges
- Employee must have excellent organizational skills

If you or someone you know is qualified for and interested in The Ocean Export Specialist job in the Elmhurst area, please send resumes to aberlanga@advancedresources.com.