



Allports Forwarding Inc is looking for experienced individuals to join our team. The Allports group of companies provide services in International Freight Forwarding, Customs and Property Brokerage. Established in 1986 we are a small and exciting business who employs engaging, dynamic and thoughtful individuals who desire to excel in a team environment and provide the highest level of customer support through initiative and collaborative efforts.

We are a boutique service provider placing a high emphasis on customer and vendor relationships through interpersonal development and thoughtful communication. Allports has been privately held since its inception and its owners are actively engaged, supportive and are always open to employees' new ideas, suggestions, opportunities and entrepreneurial perspectives.

Export Specialist

General Job Description:

The Export Specialist position is comprised of approximately 80% documentation and 20% logistics coordination as required to facilitate the shipment of goods in accordance with customer parameters. This position provides direct support to customers and logistics service providers (LSP) while ensuring compliant export of assigned customer shipments.

Duties and Responsibilities:

1. Responsible for preparing customer's export documentation including ocean bills of lading, commercial invoices, packing lists, certificates of origin and other documents as required.
2. Responsible for negotiating carrier rates, booking ocean freight, and managing equipment release and return for customers. The Export Generalist will research and resolve operational issues associated with export logistics.
3. Responsible for receiving, auditing and approving vendor invoices.
4. The Export Specialist is expected to apply extreme diligence and proactivity while managing a workload and achieving consistent and error free work, while meeting company and customer expectations.
5. Be familiar with customer's business and their specific needs and requirements. Ensure highest quality of service is maintained in accordance with company expectations.
6. Responsible for maintaining compliant export transactions in accordance with U.S. Census Bureau, U.S. Department of Agriculture, U.S. Customs and Border Protection and other applicable Partner Government Agencies regulations. The Allports culture of compliance is dependent on all employee's continuous commitment to remaining abreast of current regulatory requirements and contributing to the growth of the collective knowledge base.
7. Utilize creative problem solving and a team-oriented approach when executing daily responsibilities. Contribute to and ensure that company policies and methodologies are being utilized effectively and continuously improved.



8. Communicate openly and regularly with President, export team, all customers and LSP. Clearly and timely identify specific issues that may affect an Allports customer's experience.
9. Other duties as assigned.

Specialized Knowledge and Skills:

- 3 to 5 years export documentation and logistics experience preferred.
- Excellent communication and customer service skills, both verbal and written. Ability to work effectively over the phone, email and in person.
- Ability to work independently and as part of a team.
- Must be detail oriented, thorough, accurate and able to efficiently solve problems.
- Ability to establish priorities, multitask and be highly organized.
- Knowledge of INCOTERMS, Automated Export System, FMC and Partner Government Agencies requirements inclusive of FDA, USDA and NHTSA.
- Proficient in Windows, Microsoft Office Suite (Excel, Word, Outlook).
- Maintains exceptional proficiency with necessary operational policies, procedures and processes including:

Processes:

1. Use industry standard export software
2. Contract compliance
3. Use carrier, terminal and port websites
4. Creation & delivery of BL instructions in accordance with carrier requirements
5. Creation of invoices for shipper and consignee
6. Perform all file maintenance tasks

Documents:

1. Ocean Bills of Lading
2. Certificates of Origin
3. Consular Documents
4. Commercial Invoices
5. Foreign Country Document Requirements
6. Packing Lists
7. Customer Billing Invoices
8. Letters of Credit (LC)
9. Insurance Certificates

Compensation and Benefits:

- Competitive salary based on experience
- Benefits (Medical, Dental and Vision), 401K Retirement Program, Sick Leave and Volunteer time.
- Normal work hours from 8 am to 5 pm
- Casual work and dress environment

APPLY: Please email resume to careers@allports.com