

Export Agent - Norfolk

John S. Connor, Inc. Does some export files start to finish. Prepares Bills of Lading for majority of all export files and sends the BL's to carriers. Prepares SED's and transmits to US Customs. Does complicated classifications for SED's. Prepares other export documentation. Does filing.

Responsibilities:

- Handles some export files start to finish, usually those with complicated traffic issues or difficult classifications for SED's.
- Request rates from carriers for some shipments or quotations.
- Logs in the files he does start to finish.
- Prepares majority of all BL's & SED for all export files.
- Logs out the BL's in the computer system.
- Places files in proper location for "waiting BL return".
- Checks SED status, checks errors and makes corrections.
- Proof some BL's and freight invoices for accuracy and returns to carrier for release.
- Does other export documentation for some NVO exports and direct shipments.
- Prepares P&L statements for NVO exports
- Invoices the files, sends to the customer.
- Prepares courier AWB's and transmittals.
- Sends documentation (email/courier/mail/fax) to parties requiring documents according to shipper's instructions.
- Files export files upon completion.

Supervisory Responsibilities: This position does not have supervisory responsibility.

Education and/or Experience: High school diploma or equivalent (GED). Shipping experience helpful.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.)

Mathematical Skills: Must have ability to add, subtract, and multiply in all units of measure. Understands measures and amounts of weights, dimensions, etc. Can convert currencies.

Understands basic accounting methods for preparation of Profit/Loss statements.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Certificates, Licenses, Registrations: None required.

Special Skills/ Knowledge/ Ability Required: Use of computer, completing forms, word processing software, general knowledge of shipping processes, telephone etiquette and customer service skills.

Physical Demands: How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Amount of Time

	Under	1/3 To	Over
None	1/3	2/3	2/3
Stand	____	_X_	____
Walk	____	_X_	____
Sit	____	____	__X_
Use hands to finger, handle, or feel	____	_X_	____
Reach with hands and arms	____	_X_	____
Climb or balance	____	_X_	____
Stoop, kneel, crouch, or crawl	____	_X_	____
Talk or hear	____	____	__X_
Taste or smell	_X_	____	____

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Amount of Time

Under 1/3 To Over

Corporate Headquarters
799 Cromwell Park Drive, Suite A
Glen Burnie, MD 21061



Phone: 410-863-0211
Fax: 410-863-1377
www.jsconnor.com

None	<input type="checkbox"/>	1/3	<input type="checkbox"/>	2/3	<input type="checkbox"/>	2/3	<input type="checkbox"/>
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job Measures:

- Requires little supervision.
- Determines "best" options to meet customer's needs, make profit for the company and streamline necessary work.
- Does all the functions of their job description well.
- Communicates confidence when dealing with customers and team members.
- Keeps work and correspondence up to date.
- Supports team members.