



Export Logistics Coordinator Job Description

The Export Logistics Coordinator will be responsible of all international customer orders from order placement to completion acting as the liaison with all parties to ensure a smooth and complete transaction. The Export Logistics Coordinator will produce accurate shipping documentation; oversee all aspects of the container shipment (from assisting customers/suppliers with bookings to the containers' arrival at port). Gain knowledge and expertise with each customer's requirements and implement change to streamline the process. This person will report directly to the Director of Logistics and Supply Chain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proactively manages all aspects of international accounts not limited to order placement, inventory managements and coordinating logistics with minimal errors.
- Work with shippers and transloaders to execute bookings, and ensure vendors/suppliers/service providers are paid timely.
- Executes required export documentation for multiple accounts in various stages of completion in a highly time sensitive environment
- Timely management of multiple lines of communication between suppliers, shippers, customers and internal parties, maintaining details, and relaying pertinent information to appropriate parties
- Obtains export certificates from various government agencies in compliance with each shipment
- Assures compliance with customs, export, applicable foreign trade/importation laws, as well as applicable federal transport regulations
- Initiate timely invoicing and work closely with accounting department to ensure billing accuracy
- Identifies risks and opportunities, when developing logistics plan and freight estimates for super loads, complex international shipments to ensure cost-effective, safe, and efficient transportation of company's products
- Processes freight claims and customer complaints
- Reviews, prepares, and invoices for payment
- Audits export files for compliance and scan into database

REQUIREMENTS

- 2 – 4 year degree or equivalent
- 3 to 5 years' experience in logistics, trucking, and ocean freight experience
- Must be detail oriented
- Ability to critically think through multiple-step process and follow up on several details
- High ability to handle multiple priorities without losing details
- Excellent communication, verbal and written skills
- Strong Excel skills and some freight software knowledge
- Self-motivated and ownership of position
- Ability to work under time pressures
- Accustomed to working in a fast-paced, dynamic environment
- Solid knowledge of MRP/ERP/EDI systems and the ability to recommend/lead implementation of new ones
- Willing to take on department tasks as needed

The best candidate for this position will have a strong passion for Exporters and Agribusiness and the way of life it brings. ACX is a large, JOC top 20 USA exporter and growing rapidly. This is a highly visible management and leadership position for an individual looking for an extensive career and way of life at our company. ACX has a long and proud history of bringing the American farming tradition to the world that will be continued for many years to come.

Al Dahra ACX, Inc., 920 E Pacific Coast Highway, Wilmington, CA 90744

Phone: (310) 241-6629 Fax: (310) 241-6230

www.acxglobal.com