

## Job Description

### JOB VACANCY REF NUMBER:

2022-02 (28 Sep 2022)

### JOB TITLE:

Import Export Specialist

### PURPOSE OF THE JOB:

We are looking for an experienced Import Export Specialist to manage daily distribution and import operations. You will be the one to ensure complete orders are shipped and delivered in a timely manner.

To be a successful Import Export Specialist you need to be analytical, well-organized, and excel in communication. Be comfortable with paperwork and information systems and have great knowledge of shipping and receiving procedures.

The goal is to ensure that the shipping processes are running smoothly and effectively.

### DUTIES & RESPONSIBILITIES:

- Use software to track, check, prioritize and route orders
- Manage all important documents such as advanced shipping notices, pick slips, bills of lading, etc.
- Inspect labels, barcodes, and other features of completed orders
- Supervise and lead subordinates (receiving clerks, order pickers, etc.)
- Control the budget of the shipping department
- Collaborate with warehouse, purchasing, and other managers to optimize processes
- Resolve issues regarding shipped/imported orders
- Ensure compliance with legal regulations and company policies
- Report to management on activities and issues

### CANDIDATE:

- Proven experience as an Import Export Specialist
- Solid knowledge of logistics procedures
- Experience in using EDI and preparing shipping documents (e.g. ASN)
- Computer savvy with excellent knowledge of MS Office (especially Excel)
- Good understanding of budgeting and reporting
- Experience in directing and evaluating subordinates
- Excellent organizational and communication skills
- Attention to detail
- Problem-solving abilities
- High school diploma: in the supply chain, logistics or relative field is a definite plus

### REPORTING TO:

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Supply Chain Manager APT

**WORKING HOURS:**

- Full-time - 5 working days
- 7.00 am to 4:30 pm Sunday to Thursday
- Additional hours may be requested based on business demands

**PROBATION:**

6 Months

## **Person Specification**

### **KNOWLEDGE:**

- Experience in a highly structured manufacturing industry
- Solid knowledge of relevant business processes and their integration with SAP or similar systems.
- knowledge of the latest advancements within ERP applications.
- Superb collaboration and communication skills.
- Exceptional analytical and problem-solving abilities.
- Excellent organizational and time management skills.
- Advanced ability to manage projects and provide leadership.

### **Desirable:**

- Time Management
- Working to Targets
- Man, Management skills
- Good Organization Skills

### **WORK SKILLS**

#### **Essential:**

- Must be fluent in written and spoken English
- Accuracy and attention to detail
- Able to maintain focus in a high-pressure environment

### **GENERAL SKILLS/ ATTRIBUTES:**

#### **Essential:**

- Effective communicator to customers and all levels of the organization
- Self-Motivated
- Organised
- High level of accuracy and attention to detail
- Organised
- Good Interpersonal Skills
- leadership/mentoring skills

### **Desirable:**

- Automotive Background

### **EXPERIENCE**

#### **Essential:**

- Minimum 3 years of experience as an Import Export Specialist

### **Desirable:**

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- Good Understanding of Manufacturing/Production Environments

#### EDUCATION:

##### Essential:

- High School Diploma

##### Desirable:

- BEng Automotive Engineering

#### QUALIFICATIONS

##### Essential:

- ERP Knowledge

##### Salary:

- Competitive package based on experience