

EXPORT DOCUMENTATION SPECIALIST

An export documentation specialist is responsible for supporting export activities, oversees preparation of commercial documents in accordance with export, and handles record-keeping requirements to support timely payment of product.

WHAT RESPONSIBILITIES WILL I HAVE?

- Prepare and audit export documentation for vessel shipments and settlements
- Process commercial invoice documents by validating data integrity and accuracy
- Communicate with appropriate internal/external customers, including trading desks, loading facilities, freight forwarders, brokers, vendors, USDA and customers
- Ensure timely processing of export shipments
- Monitor accounts payable and accounts receivable to ensure vessel transaction payments are made and collected timely
- Create, assemble and present applicable export documentation required per country specific destination in accordance with export laws and regulations
- Submit timely document instructions to freight forwarders, independent surveyors and other third party industry providers
- Verify sanctioned party screenings prior to release of export documents
- Maintain export files in an organized and cataloged system
- Support cross-functional departments involved in international business transactions
- Ensure compliance with export laws and regulations
- Continue education and ongoing review of industry requirements
- Apply and settle contract applications
- Create loading instructions for loading elevators



WHAT EDUCATION & TRAINING IS REQUIRED?

A bachelor's degree in logistics, international studies, or a related field is required

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business and computer courses, personal finance, foreign language, mathematics

TYPICAL EMPLOYERS

Agricultural companies that export products internationally, banks, freight forwarders or government agencies

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- International Air Transport Association
- International Association of Agricultural Economists

AVERAGE ANNUAL FULL-TIME SALARY

\$55,000