https://www.magicogroup.com/job/export-specialist/

Export Specialist

Hiring organization
Magico group

Employment Type
Full-time

Job Location
Obour city

Date posted
2024 ,24 ??????

Description

We are looking for a dynamic and detail-oriented Export Specialist to join our team. The ideal candidate will oversee and coordinate the international shipping of our products, ensuring compliance with all regulations, managing documentation, and maintaining excellent relationships with customers and logistics providers.

Responsibilities

- **Manage the full export process from order receipt to delivery, ensuring smooth and timely shipment of goods.**
- **Prepare and review export documentation, including commercial invoices, packing lists, certificates of origin, and shipping instructions.**
- **Coordinate with internal teams (sales, production, and logistics) and external stakeholders (customs, freight forwarders, and clients).**
- **Ensure compliance with international trade regulations, tariffs, and customs requirements.**
- **Monitor and track shipments, resolving any delays or issues that arise.**
- **Provide outstanding customer service to international clients, addressing inquiries and resolving issues promptly.**
- **Analyze and optimize shipping routes and costs to improve efficiency and reduce expenses.**
- **Stay up-to-date with changes in international shipping regulations and industry best practices.**
- **Maintain accurate records of shipments, transactions, and related expenses.**

Qualifications

- **Bachelor’s degree in International Trade, Business Administration, or a related field.**
- **Minimum of 2-3 years of experience in export operations, preferably in the agrochemical or manufacturing industry.**
- **Strong knowledge of international trade regulations, documentation, and customs procedures.**
- **Excellent organizational and multitasking skills.**
- **Strong attention to detail and the ability to work under pressure to meet deadlines.**
- **Proficient in Microsoft Office Suite (Word, Excel, Outlook).**
- **Familiarity with Odoo ERP systems and export management software is a plus.**
- **Fluency in English (written and spoken); knowledge of additional languages is an asset.**

Job Benefits

- **Competitive salary and benefits package.**
- **A dynamic and collaborative working environment.**
- **Opportunities for professional growth and development.**
- **The chance to work with an innovative company that values sustainability and quality.**