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Position: International Shipping Coordinator

Reports to: Global Trade Compliance Manager

Summary

Responsible for the timely and accurate fulfillment of customer export shipments and preparation of all export documentation. Serves as a resource, export logistics functions, data entry, and document distribution duties.

Duties and Responsibilities

- Responsible for ensuring compliance with the EAR, including but not limited to: export license determination, filing export license applications with The Bureau of Industry and Security (BIS), denied party screening, anti-boycott screening, end-use, item classifications, re-export laws and all other BIS regulations.
- Take actions that lead to the lowest total cost for the company while attaining acceptable services levels.
- Responsible for filing the Electronic Export Information (EEI) using the Automated Commercial Environment (ACE).
- Manage requests for certification letters, letters of guarantee, etc.
- Maintain excellent communication with freight forwarders monitoring progress of all shipments.
- Verifies data from various sources to maintain department records.
- Ensure that all export orders from Houston are packed in accordance with AIV's packing standards.
- Ensure that all export orders from Houston are packed in time to meet expected ship date.
- Oversees preparation of export documentation for shipments exported from all U.S. locations.
- Communicates with customers and freight forwarders regarding shipment status and details.
- Ensures accuracy of pricing and other details on commercial documents.
- Resolves escalated issues regarding delays, problems and/or any irregularities discovered within assigned transactions.
- Investigate and solve issues which arise on both origin and destination sides of the equation.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Excellent analytical, and organizational skills with high attention to detail.
- Excellent communication skills, both verbal and written.
- Thorough knowledge of the EAR and international guidelines and regulations.
- Familiar processing entries in the Automated Commercial Environment (ACE).
- Familiar processing license applications through the BIS SNAP-R website.
- Familiar conducting denied party screenings.
- Strong ability to effectively manage time and multi-task.
- Self-motivated with a willingness to accept responsibility and challenges.
- Strong computer skills, including in Microsoft Office.
- Proven customer service orientation.
- Ability to work in a fast-paced environment.
- Ability to work in a team environment.

Education and Qualifications

- High School Diploma or equivalent required.
- 5+ years of experience in international shipping, supply chain and logistics.
- 5+ years of experience preparing export documentation from a supplier or shipper standpoint.