



**Johnsonville, LLC
Posting**

**Export Coordinator
Full-Time, Salaried**

Position Overview:

Johnsonville and its Members are committed to having the highest impact on our customers' success. Our International Supply Chain Team is committed to this goal and has an excellent opportunity for a detail-oriented, proactive individual who is dedicated to exceptional customer service to join the team as a full-time **Export Coordinator**.

Responsibilities:

- Work closely with external government agencies (USDA, USMEF, IE Canada, AgTC, WI Dept. of Ag) in order to successfully ship products all over the world
- Prepare export shipment documentation
- Monitor logistical arrangements for shipping Int'l container and truckload shipments
- Schedule and monitor ocean and air freight booking requests with Freight Forwarders
- Enter customer orders into SAP and monitor EDI transmissions. Validate incoterms, pricing, conditions, etc.
- Communicate and coordinate with plant schedulers, shipping, Int'l Sales members, and transportation
- Work closely with foreign distributors, customers and buyers
- Provide support for the Int'l Sales and Marketing teams
- Resolve Int'l shipping issues, both during and after normal working hours
- Arrange shipment of new product samples to foreign countries
- Learn and understand Int'l compliance regulations and country import requirements
- Be involved with professional import/export organizations
- Lead/support Supply Chain process improvements and SAP/GTS automation enhancements as needed
- Maintain procedural documents (SOP's), shared computer files, and internal resource lists (i.e. price lists)
- Participate/support Int'l Business Unit and New Product Team efforts
- Lead or participate on various project teams
- Lead or assist in product registration for new countries or new products
- New and additional responsibilities will be defined over time as new customers and new demands arise
- Assist in HTS classification and ECCN determination for new products/items

Education:

- Bachelor's Degree required with International Business emphasis preferred

Experience:

- 3 years export documentation/compliance experience (i.e. SLI, packing lists, commercial invoices, specific product export documentation, etc.) preferred
- NASBITE certification a plus
- Previous experience with International customers

Skills and Competencies:

- Knowledge of International shipping terms
- Excellent math skills
- Excellent communication skills and ability to develop relationships with customers
- Foreign language is preferred, but not required
- Extremely accurate and organized, with strong attention to detail
- Enthusiastic customer service attitude
- Proficiency with SAP, GTS and Microsoft Excel
- Willingness to provide presentations and facilitate meetings
- Drives change and seeks opportunities for personal growth
- Excellent problem-solving skills
- Flexibility to assist other team members and process shipments for non-assigned countries, as needed
- Ability to multi-task and work at a fast pace, when business conditions require

Other Requirements:

- Travel is required (5-10%)

Posting Date: July 23, 2019
Location: Global Headquarters, Sheboygan Falls, WI
Member Status: Full Time, Salaried

How to Apply:

External candidate: Apply on-line only at: <http://jobs.johnsonville.com>

We value the diversity of our workforce and we embrace the principles of Equal Opportunity Employment. M/F/Vet/Disability

Johnsonville values the service Veterans and their family members have given to our country. We support the hiring of returning service members and military spouses