



Export Documentation Specialist

About KD Resource Group, LLC

KD Resource Group is a growing multi-million dollar international trading and logistics company, specializing in the export of frozen proteins to our primary markets across Asia and West Africa. We pride ourselves on a corporate culture of diversity, global awareness, and fair trade practices, with a focus on building trusted relationships with our suppliers, partners, and customers.

Job Description

Under the general direction of the Director of Operations, the Export Documentation Specialist is responsible for processing the required documentation for shipping and customs clearance of exported goods. This role is responsible for the accurate and timely submission of US Customs filings to ensure compliance with US export regulations.

Responsibilities and Duties

- Follow up with suppliers and vendors to ensure timely delivery of all necessary documents
- Carefully review all documents for accuracy
- Issue export documents for international customers
- Correspond with customers for approval of completed document sets
- Update Excel Spreadsheets with shipment details

Qualifications and Skills

- Demonstrable organizational skills
- Ability to prioritize tasks and meet deadlines
- Excellent verbal and written communication skills
- Career-oriented, hard-working, and adaptable
- Working knowledge of Microsoft Excel and Word

Contact:

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