

Nippon Express USA, Inc.

JOB POSTING ANNOUNCEMENT

Position: Export Supervisor
Location: Columbus Ohio
Branch: 35 - Columbus
Status: Exempt
Experience: 2 years

Posting Description:

The Export Supervisor will support daily operations by providing direction and leadership to the Export staff.

Primary Duties:

Essential Duties:

- Supervise Export daily operations assigned and direct Export staff
- Communicate with customers, vendors, Export related authorities and agencies and internally within NEU
- Manage/coordinate with other NEU internal functions – warehouse, sales, etc
- Flexibility - This position will need to check weekend & night time shipments, work on weekends in the office as needed. This position may be required to attend shipments at airports, ports, or customer facility to assure cargo.
- Perform TSA Facilitator Tasks

Technical

- Daily operation which may include: shipping direct contact with customers/brokers, carriers such as steamship lines/airlines/truckers, open file, update AS400, collect documents for Customs clearance, issue delivery order, billing invoice etc., etc.
- Prepare customer quotations
- Responsible for Account Receivable
- Communicate with overseas branches, customers, vendors, Export related authorities and agencies and sales.
- This position will support the Manager, the agents and Company policy.

Supervisory

- Supervise assigned staff for performance, improvement, and job completion which includes checking daily operations, confirming shipments are arranged correctly and cargo has been shipped from our facility. Review agent's emails, and orders daily.
- Support the staff that may include team leaders by providing direct help such as accurate instruction rapidly for solving problems or guidance.
- Provide direct training to new staff, or others who may be learning new assignments.
- Organize and update SOP for accounts within the team.

Required Skills and Experience

- Prefer College degree. High school diploma or equivalency certificate or significant or relevant or appropriate working experience.
- Approximately 3 years department or industry experience
- Strong computer skills including Lotus Notes, Word and Excel plus a working Knowledge of general office processes and Export Computer application technology
- Analytical skill (Familiar with logistics concept and planning concept)
- Knowledge of international commerce (Incoterms, method, customs regulations etc.)
- Knowledge of Consolidator system
- Knowledge of Department of Transportation (DOT), State, Federal and Interstate Commerce commission (ICC) regulation desirable
- Communication skill
- Ability to learn the TSA Facilitator procedures and processes

Interested applicants should submit a cover letter and current resume to the attention of Joyce Michles, Administration Manager, e-mail: joyce_michles@nittsu.com