

INTERNAL JOB POSTING

Position Title	Export Supervisor
Date Posted	March 22, 2019
Location	JSI SFO
Reports to	Hazel Anderson

We are currently looking for a skilled, proactive, and motivated individual to fill the role of **Export Supervisor**.

Job Duties & Responsibilities:

- Prepare files for processing by agents.
- Book non-consolidated freight.
- Direct AWB and ad hoc consols, as required.
- Assist Branch Manager with interviewing, hiring, evaluating and training staff for the export Dept.
- Track and trace high profile shipments from pick up to delivery.
- Review, update and approve SOP/WIs on semi-annual basis.
- Maintain departmental KPIs.
- Negotiate rates with airlines, truckers, etc.
- Manage the bi-weekly CASS report.
- Ensure customer invoicing is approved timely and distributed accordingly Day to Day operations assignments such as: creating AWB's, making sure cut-offs are made, etc.
- Other duties as assigned.

Knowledge/Skills Required:

- 2 - 4 years industry experience with a background in airfreight and general transportation.
- Experience in managing a team of export agents.
- MS Word, Excel, Email and computer literate.
- H.S. diploma required, B.A. or B.S. preferred. Excellent written and verbal communication skills are a must.
- Must be flexible, open minded and be able to handle stressful situations calmly and concisely.
- Also requires the ability to make judgments, lead others and work with minimum supervision.

Job Type: Regular full-time

