

## Job Description

## UTC Overseas, Inc.

<b>Job Title:</b>	Import and Export Coordinator Orlando, Florida
<b>Department:</b>	Import / Export MCO
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared Date:</b>	3/8/2019
<b>Submit resumes to <a href="mailto:Careers@UTCOverseas.com">Careers@UTCOverseas.com</a></b>	
<b>Job Duties, Responsibilities, Qualifications, and Requirements</b>	
<b>Job Summary</b>	The Import / Export Coordinator position handles and arranges all logistics aspects of global and domestic shipments.
<b>Essential Duties And Responsibilities</b>	<p>The Import / Export Coordinator responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Coordination of import or export shipment and forwarding freight to designated locations. This may involve interface with international and domestic carriers and overseas offices.</li><li>• Follow-up with the clearance process on all entries for imports.</li><li>• Establishing freight costs and provide quotes to customers (inland, air and ocean)</li><li>• Communicate with US importers/exporters/suppliers and foreign agents/consignees via e-mail and telephone</li><li>• Book cargo with shipping / airlines and/or consolidators</li><li>• Correspond verbally and via email with appointed truckers</li><li>• Issue pertaining Dock Receipts – inland B/Ls</li><li>• File selling rates with FMC</li><li>• File AES (Export Declaration)</li><li>• Issue MB/L and HB/L instructions</li><li>• Generate AWB and Ocean BL</li><li>• Keep importers/exporters and customers/agents updated on transportation status</li><li>• Communicate documentation discrepancies to client and supervisor</li><li>• Resolve finance and accounting reconciliation exchange issues.</li><li>• Administrative responsibilities include preparation of reports/ presentations and analysis using various software packages and databases.</li><li>• Document review and assessment of accuracy, verifying country of origin/export, IOR, terms of sale and value to ensure that compliance and federal regulation requirements are achieved</li><li>• Daily follow up on documentation discrepancy issues which requires the ability to troubleshoot and communicate effectively, both verbally and in writing with customers and foreign origins.</li><li>• Establish and maintain client relationships.</li><li>• All other tasks as assigned by supervisor and/or manager.</li></ul>
<b>Supervisory Responsibilities</b>	No Supervisory responsibilities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• At least five years of Import / Export shipment customer service, general office, or data entry experience</li><li>• Proficiency in Microsoft Office</li><li>• Accurate and rapid data entry</li></ul>

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	<ul style="list-style-type: none"><li>• Strong attention to detail</li><li>• Excellent verbal and written communications skills</li><li>• Proven organizational skills</li><li>• Ability to multi-task.</li><li>• Team oriented player</li><li>• The ability to project a professional image to the customer and to represent UTC OVERSEAS in a positive manner.</li></ul>
<b>Education And/Or Experience</b>	The ideal candidate will have an Associates degree and a minimum of five years Import / Export experience. The candidate will also be familiar with HTS, US Customs, AES, EAR, IATA and ICAO Regulations.
<b>Language, Mathematical, And/Or Reasoning Ability</b>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<b>Physical Demands</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.</p>
<b>Work Environment</b>	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.