



TIKIGAQ Corporation
Office of Human Resources
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EXPORT SPECIALIST	
Approved Date: 2023	
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under close supervision, this role exists to select, execute, and track to completion the best (lowest cost meeting schedule requirements) transportation method from approved suppliers for the GSA Export shipments for our client and in collaboration with our strategic MLC collaborator. This position responds to transportation requests within required response times, uses CargoWise, C2C, and government specified booking systems for transportation scheduling, and monitors, documents, and reports shipment status. This position supports performance measurement activities. A good understanding of Domestic and International shipping regulations is required for a wide variety of products. The Export Specialist works with the shippers to ensure that all the necessary documentation for hazardous or dangerous goods transportation is provided in advance of shipments arriving on site. The Export Specialist determines if a Transportation Control Number (TCN) exists for a shipment, and if not, creates the TCN for the shipment. The Export Specialist monitors the booking queue and prioritizes bookings on a first in, first booked basis unless otherwise requested by the client in writing. Booking requests may come from the government agency, vendors, or the MLC collaborators warehouse staff. The proper documentation must be created accurately and completed in a timely manner to meet both Customs and our Customers' requirements. The Export Specialist will work in multiple platforms to help determine best routing for each shipment.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

- Monitors the booking request queue
- Determines if TCN is assigned to a shipment, and assigns TCN if needed
- Registers requested shipments in company's supply chain software (C2C and Cargowise)
- Coordinating with other departments within the company to ensure that import/export documentation is completed properly
- Communicating with foreign customs agencies to arrange for inspections, clearances and delivery of shipment to their final destination
- Coordinating with brokers and other third parties to arrange shipments of goods between countries
- Working knowledge of DOT and U.S. Export regulations
- Planning transport routes by carrying out a detailed study of cost effective trade routes; with a focus also on deadline of required on site
- Responsible for the AES filings when necessary

- Ensure SOP and tariff compliance along with best practices and efficiencies
- Routes, estimates cost, implements transportation orders, and tracks shipments
- Updates in-process shipment status in company's supply chain software twice per day
- Obtains and archives proof of delivery records
- Proactively communicates and reports shipment status
- Prepares customer invoices for shipments in company's supply chain software
- Validates transportation vendor invoices for services provided and costs
- Calls Client's vendors to confirm ship ready dates
- Maintains positive Client and MLC relationships
- Answers phones and fields questions, as needed
- Working as a team to complete multiple shipments via multiple mods of transportation
- Training and support of team members
- Other duties as assigned

KNOWLEDGE and SKILLS

- Experience in dangerous goods and HAZMAT regulations for shipping, storing, and handing is preferred
- Experience with working Government shipments via ocean, road and air.
- Experience in UPS Click and Ship, Electronic Transportation Acquisition (ETA), the Freight Acquisition Shipping Tool (FAST), US TRANSCOM's Next Generation Delivery Service contracts, FACTS system to prepare/receive the Transportation and Control Movement Document (TCMD) and Military Shipping Label, and TRANSCOM's Integrated Booking System (IBS).
- Knowledge of a variety of computer software applications, especially CargoWise, Excel, Word, Outlook, PowerPoint and Access software and relevant software applications.
- Skill in being attentive, observant and detail oriented
- Skill in organization, communication (both written and verbal), and interpersonal skills required.
- Skill in establishing and maintaining cooperative working relationships with others.
- Skill in oral and written communication.
- Skill in organization and time management.
- Must be able to demonstrate a consistent capability of working cooperatively with others in a team environment.
- Must be Self-motivated, able to multi-task and work effectively under a minimum level of supervision in a fast-paced environment, strong problem-solving skills.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or GED equivalent preferred.

ADDITIONAL REQUIREMENTS

May be required to possess a drivers license with a clean driving record. Must be able to pass pre-employment requirements including criminal background check and drug screen.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Frequent sitting for prolonged periods of time, using hands/fingers requiring dexterity and coordination to handle files and single pieces of paper, reaching with hands and arms for items above and below desk level, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); occasional lifting of up to 25 pounds such as small office equipment, files, stacks of paper, reference and other materials.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.