

Senior Trade Logistics Specialist

OPPORTUNITY

Ainira Industries is currently seeking applicants for Senior Trade Logistics Specialist in Houston, Texas.

JOB DESCRIPTION

The Senior Trade Logistics Specialist will facilitate the inbound and outbound logistics of domestic and international shipments while proactively and accurately preparing all shipping documents, including import and export documentation. This position will also be responsible for performing incoming receiving and preparing items for distribution, inspection and/or shipments.

This position interacts with employees at all levels of the organisation and will work both independently and in conjunction with other internal and external constituents. This position will report to the Manufacturing and Supply Chain department with a dotted line to Regulatory Affairs and Compliance for the trade compliance functions.

RESPONSIBILITIES

- Serve as the business' subject matter expert in domestic and global logistics.
- Provide a full range of export/import shipping and logistics services to all Company's departments.
- Assist with the classification of products for purposes of complying with trade regulations including but not limited to, harmonised tariff codes (HTS), export control classification numbers (ECCN), country of origin (COO), FDA requirements, and other classification systems.
- Request and obtain shipping and transportation quotes from freight forwarders, carriers and brokers.
- Create all shipping documentation for domestic and international shipments, including, but not limited to, shipping labels, commercial invoices, packing lists, SLIs, import checklists, COOs, NAFTA certificates, and prepare any other shipment documentation as needed.
- Assist in the creation of, and update, a tracking, storage and retrieval documentation system of shipment information.
- Organise files both manually and electronically.
- Monitor and facilitate repair orders.
- Coordinate deliveries for repaired or returned items.
- Ensure that the warehouse has sufficient space for incoming deliveries.
- Ensure that all items are properly numbered and tagged.
- Ensure all shipping records are organised, filed, and maintained as required.
- Notifies and/or delivers incoming product to end user.
- Assist in the conduct of import/export shipping compliance audits.
- Utilise agency-identified program for filing AES via ACE
- Provide support in connection with internal/external audits and investigations.

- Performs general housekeeping, maintenance and organisation of the dock and inventory areas; includes hands-on cleaning and maintenance along with organisation and interpersonal skills to coordinate with other department and outside waste disposal vendor.
- Responsible for managing all outbound and inbound shipments, including preparation of shipping paperwork, packaging and arrangement of transportation services.
- FedEx software and FedEx BSO knowledge is a must.
- Assist in tracking shipments and providing alternative information.
- Provide timely and effective communications to the business team and freight carriers regarding shipments.
- Interfacing with freight forwarders, brokers and export compliance agencies to ensure compliance with procedures.
- Ensures compliance with administrative requirements applicable to export and import shipping transactions, including customs and FDA clearances, carnets, and all logistics activities.
- Stay up-to-date and follow all Quality System procedures.
- Maintaining an overall clean, organised, and safe work environment.
- Perform other duties from time to time as business needs necessitate.

SKILLS and ABILITIES

- Bachelor's Degree in Logistics, International Trade or Supply Chain Management Field preferred.
- May consider candidates with an Associate's Degree in Business Management/Operations Management IF it coupled with 5 or more years of experience in international trade and logistics.
- Minimum 5years of direct experience performing in a S/R Trade Logistics Specialist role that included direct handling of import/export shipping activities and related documentation.
- Understanding of domestic and international shipping regulations, including use of proper packaging materials per product need.
- Experience with carrier and freight management.
- Knowledge of FDA regulated environment (preferred, but not required).
- Understanding of HTS, ECCN, NAFTA and COO.
- Understanding of and experience with Customs and Border Protection (CBP), Export Administration Regulations (EAR), U.S. Treasury Office of Foreign Asset Control (OFAC), and Customs Trade Partnership Against Terrorism (C-TPAT)
- Experience interacting with Customs Border Protection (CBP) and the Automated Commercial Environment (ACE) system.
- Detail oriented with strong analytical, administrative and organisational skills.
- Experience in data analytics including proficiency with MS Excel, and proficient with MS Word, SAGE, and databases.
- Proficiency with Incoterms.

- Ability to read, analyse and interpret regulations.
- Ability to effectively present information and respond to questions from co-workers, management, carriers and service providers and if needed, regulatory bodies.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardisation exists.
- Ability to interpret regulations and instructions furnished in written, oral, diagram or schedule form
- Must have strong interpersonal, communication and writing skills and the ability to learn quickly, adapt to a fast-paced environment, work independently with minimal supervision, manage and prioritize multiple tasks, and lead projects in a team environment.
- Must be able to perform all physical functions of the role, including, but not limited to, lifting to 32 kg (70 lb), be forklift certified or obtain certification within 3 months of hire, bend, stoop, reach, carry packages, package and prepare products for shipment, stand, walk, and sit occasionally.

COMPENSATION

The Company offers a competitive compensation and benefits package, including salary and company stock.

APPLY

Click "Apply" below or use form in the Contact section – quote the reference number HR-MFG-0040. Only the shortlisted candidates will be contacted. Thank you for your interest.