

Returning Candidate? [Log back in!](#)**\*Global Trade Coordinator-Wilmington, DE**

All times are in Eastern Daylight Time.

<b>Requisition #</b>	2016-5532	<b># of Openings</b>	1
<b>Job Locations</b>	US-DE-Wilmington	<b>Posted Date</b>	5/11/2016
<b>Category</b>	Administrative and Support Services		

**More information about this job:****Overview:**

Solenis is a leading global manufacturer of specialty chemicals for the pulp, paper, oil and gas, chemical processing, mining, biorefining, power, and municipal markets. The company's product portfolio includes a broad array of process, functional and water treatment chemistries as well as state-of-the-art monitoring and control systems. These technologies are used by customers to improve operational efficiencies, enhance product quality, protect plant assets, and minimize environmental impact. Headquartered in Wilmington, Delaware, the company operates 30 manufacturing facilities strategically located around the globe and employs a team of 3,500 professionals in 118 countries across five continents. For additional information about Solenis, please visit [www.solenis.com](http://www.solenis.com) | [Twitter](#) | [LinkedIn](#).

Solenis is staffed with great minds and powered by ingenuity. When you join the Solenis team, you become part of a global community of 3,500 experts who work together to provide advanced process and water treatment solutions. Our team members take pride in their ability to think dynamically and help solve our customers' unique challenges. If you're interested in becoming a part of our elite team, please explore our current career opportunities.

**Description:**

We are looking for a Global Trade Coordinator\*\*. The position will be located at our headquarters in Wilmington, Delaware and report to the North America Supervisor of Global Trade – North America Supply Chain.

As a Global Trade Coordinator for North America, you will be responsible for understanding the customer, international requirements, performing due diligence associated with the import and export orders, processing the import and export orders in SAP and managing the end to end import and export order fulfillment process.

**Responsibilities:****Understand Solenis, the customer, market and import/export requirements:**

- Understand commercial market (both domestic and international) and specific customer import/export needs
- Collaborate with supply chain partners and third party transportation partners to determine most effective way to deliver/fulfill the order for the customer

**Perform due diligence activities associated with the order:**

- Screen all parties included in the transaction (customers, third parties, banks, freight forwarders, brokers, countries) using the restricted party screening tool
- Determine import/export controls (EAR, ITAR, OFAC, DEA, HTS, License, End Use Certificates) applicable to the order and coordinate efforts with the trade compliance team as needed

**Process Import/Export Sales Order which includes:**

- Establishing terms of purchase, entering terms of sale, coordinating account set up and processing import/export order information in SAP
- Coordinating planned activities with Logistics, Plants and Warehouses, Transportation Partners (Freight Forwarders, Brokers, Carriers, and Steamship Lines) Third Party Vendors and Credit
- Completing foreign trade data requirements and generate import/export documents in SAP

**Manage import/export order fulfillment end to end including:**

- Monitor daily progress of import/export orders
- Monitor timeliness of third party involvement (forwarding agents, brokers, departure of goods from warehouse or plant, departure of port)
- Assure on-going regulatory compliance for the order and ensure accuracy of import/export documents and charges
- Resolve issues/problems and escalate as appropriate for immediate resolution

The successful candidate must understand and support the Global Supply Chain and Commercial unit strategies. The candidate will be responsible for executing the North America import/export process and provide services that are aligned with Solenis LLC initiatives and business strategies.

*\*\*This job is based on a ladder structure and the job level (salary) will be determined by the quantity and quality of your experience.*

**Qualifications:**

- Minimum of High School Diploma; Bachelor's Degree preferred
- Two or more years in Customer Service with Import/Export experience desired
- Must possess solid SAP system, compliance and process management skills
- Must have excellent demonstrated interpersonal skills
- Must be able to work in a fast paced environment with complex business scenarios
- Must be detail oriented and have strong problem solving skills
- Must be able to communicate effectively with all levels of the organization
- Must possess the following skills: Critical Thinking, Teamwork, Interpersonal, Communication, Quality, Efficiency, Innovation, Market Focus, Action oriented and Results driven
- Must be authorized to work in the United States

At Solenis, we understand that our greatest asset is our people. That is why we offer competitive compensation, comprehensive benefits and numerous opportunities for professional growth and development. So, if you are interested in working for a world-class company and enjoy solving complex challenges, whether in the lab or the field, consider joining our team.

*Solenis is proud to be an Equal Opportunity Employer Minorities / Women/ Veterans / Disabled.*

*Solenis is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.*

TO APPLY FOR THIS POSITION, please select the link titled "Apply for this job online".

We do not accept resumes from external staffing agencies or independent recruiters for any of our openings unless we have a signed recruiting agreement in place to fill a specific position.

**Options:**

---

[Apply for this job online](#)

Share on your newsfeed

[← Go back to the welcome page](#)

---

[Application FAQs](#)

Software Powered by ICIMS  
[www.icims.com](http://www.icims.com)