



## POSITION DESCRIPTION

**Title:** Export Execution Analyst

**Business Unit:** BNA

**Location:** St. Louis, MO

**Reports To:** Trade Export  
Execution Supervisor

**Job Status:** Full-Time Contract

**Salary Grade:**

### POSITION SUMMARY:

Analyze export execution requirements for bulk vessel shipments to determine the most timely and efficient options for document issuance and receipt of payment for the buyer in accordance with U.S. and foreign regulations.

### CORE FUNCTIONS:

- Analyze export contracts to define and identify export execution requirements.
- Propose contract amendments to ensure alignment of USDA and country of destination regulations, export compliance and customer obligations.
- Evaluate and research destination market and shipment type to assess risk profile of trade flow.
- Responsible for selection, coordination and oversight of activities performed by surveyors, independent labs, fumigators and regulatory agencies governing standard grain.
- Instruct surveyors to perform appropriate collection of samples, certificate issuance and interpret analysis results to take further action if necessary.
- Negotiate surveyor analysis specifications per destination market criteria.
- Responsible for conducting a comprehensive risk analysis for string sales to initiate a document bypass proposal and/or payment proposal when possible.
- Research and analyze fumigation options, including dosage, method and import country regulations for USDA's issuance of a phytosanitary certificate.
- Negotiate U.S. and foreign trade structured bank flows, analyze Letters of Credit per International Chamber of Commerce UCP 600 guidelines, and ensure bank collections meet URC 522 requirements while verifying compliance with OFAC trade policies.
- Active participant in industry working groups to review, evaluate and propose alternate solutions for changing fumigation requirements globally.
- Creation and issuance of Loading Instructions to the export elevators inclusive of strict guidance on Bill of Lading cut-off timing for compliance of shipping period to avoid breach of contract, double berth requirements for phyto issuance, etc.
- Examine and interpret the customer's documentary requirements to issue documents accordingly.

- Issue Documentary Instructions to third party service providers fulfilling customer obligations.
- Upon receipt of vessel operation, logistical plans and Documentary Instructions, create and issue Bill of Lading, Certificate of Origin, and other certificates via the global export documentation platform.
- Resolve documentary concerns for title documents to avoid issuance of indemnification to any parties.
- Validate receipt of customer import permits and licensing when vessel is placed in the line-up for operational planning to confirm if vessel is acceptable to load.
- Responsible for performing Destrehan Freight Forwarding activities as needed by identifying the documents necessary to ensure that the vessel may load as planned per the line-up.
- Complete oversight of contract execution including application and settlement of export contracts.
- Responsible for third party and affiliate invoice transactions.
- Responsible for resolution of concerns for value chain stakeholders, including customers, trading desks, loading facilities, third party vendors and regulatory agencies to ensure timely processing and submission of export documentation package.
- Submit timely EEI filing requests in accordance with 15 CFR Part 30 regulatory requirements.
- Perform party screenings via MK Denial prior to release of export documents.
- Ownership for accuracy of the export documentation and/or filings presented to government authorities to support document audit and reconciliation (i.e. overfills, underfills, contract price amendments, etc.) activities.
- Maintain export files in good order as per BNA Record Retention policy and in accordance of 15 CFR 762.6 and 30 CFR 501.601.
- Regularly participate in continuing education classes and review industry guidelines to ensure skillsets are current and work activities are performed in compliance with regulatory changes.
- Produce monthly reports on export trends and analysis by destination country.
- Perform other duties as assigned.

**REQUIRED COMPETENCIES:**

- Leadership: Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
- Decision Making and Problem Solving: Demonstrate ability to take action in solving problems while exhibiting judgment and a realistic understanding of issues and constraints; able to use reason, even when dealing with emotional topics.
- Teamwork: Demonstrate ability to work with people in a manner that builds high morale and group commitment to shared goals and objectives.
- Openness and Communication: Demonstrate ability to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

- Organizational Capability: Demonstrate ability to organize and/or schedule people or tasks and to develop realistic action plans while being sensitive to time constraints and resource availability.
- Operational/Personal Effectiveness: Effectively manage time and priorities and work efficiently.
- Coping: Demonstrate ability to maintain a mature problem-solving attitude while dealing with interpersonal conflict and time demands.

**REQUIRED EDUCATION/EXPERIENCE:**

- Bachelor's degree in related field preferred
- Demonstrated proficiency in electronic business systems, including Word, Excel, PowerPoint and other standard business software
- Excellent written and verbal communication skills
- Strong organization skills, attention to detail, and ability to multi-task adjusting priorities as necessary to meet shifting time-sensitive deadlines
- At least three years of applicable export-related experience
- Business experience in export commodity shipments, documentation for bulk vessel shipments and understanding of letters of credit are a plus, but not required
- Fluency in Spanish or French is preferred, not required
- SAP experience is preferred, but not required

**SCHEDULE:**

- Normal office hours, five days per week
- Some overtime or weekend duties may be required
- Limited business travel may be required

**PHYSICAL REQUIREMENTS:**

- While performing the duties of the job, the following essential physical functions will be required:
  - Standing
  - Close vision and ability to adjust focus
  - Sitting
  - Speaking
  - Hearing
  - Use of hands to finger, handle or feel
  - Reaching with hands and arms
  - Walking
  - Climbing stairs
  - Stooping
- While not essential functions, the position will also frequently include the following activities:
  - Kneeling

- Crouching
- Ability to lift and/or move up to 20 lbs. on a regular basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

I have read and understand the terms, conditions, duties and requirements associated with this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date