



POSITION DESCRIPTION

Title: Manager, Export Execution

Business Unit: BNA

Location: St. Louis, MO

Reports To: Director, Foreign Trade Support Group

Job Status: Full-Time Contract

Salary Grade:

POSITION SUMMARY:

Responsible for leadership in ensuring compliance and timely execution of bulk vessel and container shipments exporting from the U.S. and Canada. This role is a critical link between corporate functions, external service providers and regulatory agencies under which Bunge operates throughout North America. This role manages U.S. and Canada Export Execution to determine the most timely and efficient options for document issuance and receipt of payment from the buyer in accordance with U.S. and foreign regulations. Provides leadership on projects, implementation of global initiatives, training, audits, and recordkeeping.

CORE FUNCTIONS:

- Manage the activities of Export Execution, including functional oversight of Destrehan Freight Forwarder, in a manner that demonstrates support and compliance of Bunge's core values and key capabilities.
- Develop and deploy strategies that enable growth, improve costs and ensure performance of industry best practices.
- Create and foster a continuous improvement approach for execution activities.
- Develop and maintain effective systems and controls to monitor compliant and timely export execution and export invoicing activities.
- Develop and implement contingency plans to address export execution risks
- Act as primary point of contact for regulatory authorities including, but not limited to, USDA, FGIS/GIPSA, APHIS, PPQ, CFIA, CBSA, CBP, etc. Assist in drafting internal response to inquiries and audits.
- Responsible for consultations with stakeholders and primary affiliate liaison to provide clear guidance on Analysis, Certifications and Contract Language for Bulk Grain and Bulk Oil vessels in addition to Bulk and Packaged Container shipments.
- Responsible for providing oversight and guidance on contract amendments to ensure alignment of export and destination country regulations, export compliance and customer obligations.
- Designated role to analyze and decipher industry trade rules and make recommendations for mitigating risk in business decisions.

- Govern third party service provider management, (i.e. surveyors, fumigators, agents, freight forwarders, NVOCC's, etc.), includes facilitation of business reviews, governance of SOP's, retention of price sheets and MSA's, and metric reporting.
- Ensure service provider's performance meets service and quality requirements while remaining cost competitive.
- Establish and maintain relationship with key internal and external stakeholders to drive business strategy through evaluation of vendor compliance, use of technologies, and industry best practices.
- Responsible for compliance execution of GSM Trade flow program, including bid submissions through USDA WBSM system and thorough knowledge of CCC regulatory requirements.
- Resident subject matter expert to 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.
- Oversight of comprehensive risk analysis activities for string sales to initiate a document bypass proposal and/or payment proposal when possible.
- Oversight of audit and approval activities associated with Load Orders, Document Instructions, Invoices, etc. in addition to thorough and regularly scheduled audit of export execution recordkeeping files.
- Responsible for overseeing interpretation of customer's documentary requirements to issue documents accordingly, including prompt resolution of concerns for title documents to avoid issuance of indemnification to any parties.
- Responsible BNA export execution monthly metric dashboard report to review trends, assess anomalies and provide corrective action recommendations for areas of concern identified.
- Assist the Director with budgetary oversight for U.S. and Canada export execution operational expenses.
- Responsible for evaluation and assessment of training requirements for all execution staff, including training program maintenance and development to align with a changing regulatory environment.
- Develop and maintain standardized export execution processes and standard work instructions in the performance of route export execution activities while integrating global strategy and initiatives.
- Must be highly analytical and possess innovative and creative thinking skills to develop timely resolution.
- Lead and support business process changes to align with regulatory changes.
- Responsible for oversight of BNA project implementation for Global Trade Execution Standardization projects.
- Responsible for BNA Export Execution Continuous Improvement and Cost Savings project deck.
- Active participant in industry working groups to review, evaluate and propose alternate solutions to changing global regulatory requirements.
- 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.
- Responsible for ensuring timely submissions and amendments of EEI filing requests in accordance with 15 CFR Part 30 regulatory requirements and BNA EEI policy.
- Perform party screenings via MK Denial and use professional judgement in assessing potential matches prior to release of export documents.
- Ownership for accuracy of the export documentation, data and/or filings presented to customers and government authorities to support document audit and reconciliation 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.
- 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 required
- Fluency or working proficiency in Spanish and/or French 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

- Ability to provide practical and effective advice in a fast-paced environment
- At least five years of applicable import, export, logistics or international trade related experience required
- Business experience in export commodity shipments, documentation for bulk vessel and container shipments and understanding of letters of credit are a plus, but not required
- SAP and GTM 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
 - Stopping
- 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