



GlobalTradeJobs

Full Job Description

Iron Systems is an innovative, customer-focused provider of custom-built computing infrastructure platforms such as network servers, storage, OEM/ODM appliances & embedded systems. Customers have trusted us for more than 15 years for our innovative problem-solving combined with holistic design, engineering, manufacturing, logistics, and global support services.

Job Title: Import/Export Specialist

Location: Chicago, IL 60607

THE ROLE:We are searching for an Import/Export Specialist to join our Operations team.

As the fastest-growing cloud-managed networking team in the world, our products, and technology architecture are changing the face of enterprise networking and making cloud-managed IT a reality.

We also understand, by simplifying powerful technology we can free passionate people to focus on their mission. Are you ready to join the team?

About You:You look forward to working cross-functionally with various teams and partners, and you thrive on providing superb customer service.

You are open to change, excited to tackle meaningful situations, and eager to get things done (and done well).

You are passionate about learning the behind-the-scenes operations of a company - how things work, why they are the way they are, and what we can do to make things better.

Most importantly, you have a contagiously optimistic attitude.

RESPONSIBILITIES: Understand and communicate international shipping complexities on a per-country basis in APJC, AMER, and EMEA regions

Troubleshoot export compliance holds, customer routing, and international shipping exceptions

Align couriers and forwarders with Meraki's international shipping procedures for compliance

Provide international shipping mentorship to customers, internal teams, and sales representatives

Assist in compiling and maintaining country profiles to ship products globally

Audit 3PL international shipments for export accuracy (label creation, commercial documents, AES filings, Pre-shipment Inspections)

Support import clearance issues, PSCs, duty drawback

Maintain SOWs/SOPs/POAs with import or export brokers globally

Help with ERP Implementations/enhancements

Other duties as assigned

Minimum Requirements: ("Must have" Qualifications) 2-3 years of experience managing high-volume exports and import/export compliance

BA/BS required with a degree in International Relations, International Business, Operations Management, or International Studies preferred

Advanced Excel skills required and preferred experience using a CRM and ERP system

Desired Skills/Qualifications/System Experience requirements: ("Nice to have Qualifications") Impeccable organizational, analytical, and

communications skills combined with a mindset aimed at solving meaningful problems

Ability to navigate ACE for import entries or export declarations.

Knowledge of networking hardware and dual-use strategic goods is a huge plus

Multilingual preferred