



## Contract Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Export Compliance Specialist - Contract
Location	Camden, NJ
Salary Range	\$30.00 - \$35.00 per hour
Relocation Assistance	No Relocation Assistance Needed

### **Job Description / Responsibilities / Requirements**

#### **PRIMARY RESPONSIBILITIES:**

- Review all export documentation from business partners (warehouses, freight forwarders, carriers) for accuracy and ensure documentation is in compliance with export regulations and internal procedures.
- Identify any errors, provide guidance to internal and external parties to make corrections, and obtain final documentation such as BOLs, EEI.
- Audit all export filings submitted by freight forwarders, follow up on outstanding documentation, and save/upload final export documents to GTM or SharePoint.
- Process export requests from internal SOA departments in the online export application, ensure all export details such as COO, HTS, ECCN are correctly listed, and approve requests or follow up for additional details.
- Ensure the smooth flow of export shipments from a compliance perspective. Escalate issues and ask questions as appropriate from team and manager.
- Monitor the SOA Export inbox for any issues, save documents in the GTM system or SharePoint, interface with export business windows to ensure efficient flow of shipments.

#### **REQUIRED SKILLS and ABILITIES:**

- Attention to detail and good organizational skills.
- Excellent written and verbal communication skills.
- Ability to stay focused and complete repetitive tasks such as reviewing export documentation, following up with forwarders and internal customers, obtaining final documentation.
- Ability to follow instructions exactly, deliver consistent results, asks questions as needed.
- Proactive, positive, willing to learn and use feedback to improve.
- Ability to use systems (global trade management, excel)
- Reliable, consistent performance.

#### **Additional Requirements Preferred:**

- Experience in export/compliance/customs or trade is a plus.

**Contact Information to Apply**

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