

POSITION SPECIFICATION

POSITION: Import/Export Assistant
COMPANY: SL Power Electronics
LOCATION: Mexicali, México
REPORTING RELATIONSHIP: Customs Coordinator
APPROVAL DATE: April 2018

MAJOR FUNCTION:

- Document shipments to ensure that they comply customs rules and regulations, according to a rate coding system, meeting customers' needs and in communication with both customs agencies: Mexican and American.

ESSENTIAL FUNCTIONS:

- Coordinate and follow up the import export shipping's with the customs agencies that the company requires (raw material, definitive imports, finished goods exports, virtuals, etc.)
- Supports the Customs Coordinator to supervise and manage the customs personnel in all their responsibilities and activities related to the foreign trade operations of the department.
- Elaborate invoices, for import, export and virtual operations.
- Coordinate and follow up with the transportation/freight companies regarding shipping crossing and delivery to abroad destination (Mexicali, Calexico, El Centro).
- Coordinate and follow up the closing and consolidated pedimento payments, as well as virtual operations with customs agencies and suppliers.
- Keep updated Anexo 24 with customs operations, typing the data of paid pedimentos.
- Maintain and follow up accurate pedimentos and customs document filing per established procedures.
- Supports the Customs Coordinator with reports and data collecting regarding customs, and import export operations.
- Manages logistics for shipping finished goods to the US, with local and foreign freight companies.
- Performs related tasks as necessary while following the company's policies and procedures.
- Performs other duties or projects as assigned by Supervisor.

EDUCATION AND EXPERIENCE:

- Professional college degree in International Business Trade or related to Import/Export area, such as: International Relations, Accountant, Business Administration, etc.
- 2 years of experience in the position.
- Knowledge of countries customs service regulations and legislations, specifically IMMEX and IVA and IEPS certified.
- Bilingual English/Spanish

SKILLS AND ABILITIES:

- Knowledge of Anexo 24 program (GR Solutions, IXport is a plus).
- Able to track, measure, analyze and report data.
- Excellent verbal and written communication skills.
- Able to handle stressful situations.
- Able to juggle multiple responsibilities, respond to emergencies and decisively set priorities in changing circumstances.
- Proactive and Teamwork
- Competent in Access, Word, PowerPoint, Excel spreadsheets.

LEADERSHIP CHARACTERISTICS:

Delivers results

- ✓ Sets high standards of performance and consistently meets them

Fact-based

- ✓ Collects the relevant and appropriate data and makes actionable decisions/plans based upon this information

Continuous Improvement

- ✓ Utilizes a lean process approach to continually improve the speed and effectiveness of all Company processes

Customer focused

- ✓ Puts top priority on understanding the needs, requirements, and expectations of the customer (external and internal)

Integrity

- ✓ Operates at the highest level of ethical behavior and adheres to the Company's Code of Conduct

Importance of people

- ✓ Effectively develops people and strengthens the organization

Teamwork

- ✓ Optimizes the value of collaboration across the Company, avoids NIH (Not-Invented-Here) syndrome, and shares ideas and best practices

Learning and Innovation

- ✓ Rewards learning and self-improvement, embraces failures that enhance our knowledge and competitive position