



Job Situation

Office work. Telephone, e-mail, and fax.
Always busy. Sometimes crisis driven.
Reporting to Manager. Regular hours.

Weekly Hours of Work

40

Overtime

Monthly Salary

\$3,480

Student Loan – Owing

Student Loan – Monthly Payment

Duties

Maintain shipping/receiving files.
Research transportation options.
Complete customs paperwork. Track lost shipments. Build transport industry.

Prospects

Senior management. Positions in sales.
Public relations. Purchasing.

Job Title

Import/Export Co-ordinator

National Occupational Classification (NOC)

1476

Job Description

The Import/Export Co-ordinator is a well-organized, quick thinking problem-solver with excellent communications and interpersonal skills. With trade barriers coming down and communications technologies improving, more and more companies are trading internationally. Many of them are also streamlining their operations with “just-in-time” ordering and shipping. This minimizes the length of time that money is tied up in goods in transit, but can lead to supply problems if shipments are lost or delayed at borders.

This is where you come in, making sure that shipments of goods move quickly and reliably through transportation systems and across borders. You spend a lot of time on the telephone, combining smooth manners with persistence in order to cut through “red tape” and establish personal connections with customs brokers and key people in the transportation sector who can help when a shipment is seriously delayed. You are never afraid to tell people that there is a problem; you seem pushy at times, but you do what needs to be done.

A comprehensive knowledge of transport options and customs regulations helps prevent problems in the first place but since regulations and schedules can change constantly your ability to learn and adapt quickly is a real asset. Careful paperwork and well kept files also help keep shipments moving reliably and create a database that keeps you better informed and more efficient as time goes on.

A college diploma or the equivalent, basic computer skills, and a pleasant, co-operative attitude are standard requirements for this position. Speaking other languages, even a little, gives you a definite advantage. The job can be hectic, or challenging, depending on your attitude, and provides an excellent background for you to pursue a career in other areas of international trade