

Position Description Export Officer

Title:

Export Officer

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To coordinate the Tatua export/domestic supply chain, ensuring customers in more than 60 countries including New Zealand receive the product they order on time and in full every time.

Reports to:

International Trade Manager

Direct Reports:

None

Key Relationships:

Export Officers / Senior Export Officers / Senior Business Analyst / Import Manager
International Trade Manager
Regulatory Advisors
Marketing Co-ordinators
Business Managers / Account Managers / Business Development Managers
Warehouse & Production Personnel
Product Development Personnel
Laboratory Personnel
Purchasing
Finance Personnel

Authorities & Financial Responsibilities:

Amount of Dollar dimensions applicable to your job

Amount	Comment
	Verification and classification of freight invoices for payment

Key responsibilities:

Key Responsibility	% of time
Comply with New Zealand and importing country regulations and requirements including MPI and NZ Customs requirements	20%
Apply principles of International Trade Finance for all export orders	20%
Coordinate domestic and export logistics including international shipping and carriage contracts	20%
Provide the highest level of Customer Service, ensuring accurate, timely fulfilment of customer orders and documentation	20%
Select product according to specifications and requirements	20%

Key Result Areas (KRAs):

KRAs:	Measures:
Compliance with regulatory requirements	<p>Fulfilment of orders ensuring all regulatory requirements are complied with. Includes:</p> <ul style="list-style-type: none"> • competency in using MPI's AP Ecert system for certification • Understanding the principles of legislation (Animal Products Act, Regulations, Notices, Overseas Market Access Requirements) and how these apply to certification • Understanding how Tatua's Risk Management Programme supports certification and product eligibility • Understanding product traceability • Ensuring product eligibility is met in order to meet MPI requirements and obtain official assurances • Preparing Customs export entries for export clearance of shipments • Knowledge of Harmonised Tariff Codes and their role in defining duties and taxes • Understanding company and individual responsibility under the NZ Customs Secure Export Scheme
International Trade Finance	<ul style="list-style-type: none"> • Adherence to GST and invoice rules • Understanding and compliance of invoicing, payment terms and processes, Documentary Credit, Stand-by Letter of Credit, Documentary Collection, open accounts • Understanding principles of trade credit insurance and marine cargo insurance • Understanding the duties of buyers and sellers according to Incoterms, and correct application of these incoterms
Export Logistics	<p>Determination of import and export regulations as well as customer requirements prior to shipping, includes:</p> <ul style="list-style-type: none"> • Free Trade Agreements, Rules of Origin, Certificates of Origin • Trans-shipment restrictions • Import permit and registration requirements • Eligibility Declarations • Export Certificates • Manufacturer's Declarations • Religious Certificates • Labelling • Certificates of Analysis • Early Manifest Rules • Authentication of document sets • Apostille Certificates <p>Management of freight logistics utilising preferred transport suppliers. Includes knowledge of shipping forecasts and securing forward bookings, outwards goods processing, co-ordination of domestic and international carriers, carriage contracts.</p> <p>Dispatch of product samples and marketing material within required timeframes, adhering to business and documentation requirements.</p>

Position Description Export Officer

Customer Service	<ul style="list-style-type: none"> • Prompt notification to customers of order receipt and transport and delivery details • Establishment of customers' documentation and labelling requirements and adherence to these with the highest level of accuracy and attention to detail • Despatch of correct quantity and specification of product to customers within the required timeframe • Provide responses to customer queries and complaints in a prompt and professional manner at all times • Keep customers apprised of any issues throughout the order to delivery process
Selection of Product	<p>Adherence to business and customer requirements, including:</p> <ul style="list-style-type: none"> • manufacturing specifications • customer specifications • market eligibility • product grading and exceptions • First in First Out (FIFO) Policy • Shelf-life • Packaging • Labelling • minimum order size
Health & Safety	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required) • Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible

General:

- To follow any lawful or reasonable instruction made by the employer
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

- Strong interpersonal and customer service skills
- Strong organisational and time management skills
- Ability to work as part of a team
- Strong oral and written communication skills
- Excellent attention to detail
- Proficiency in Word, Excel, and Outlook and the ability to quickly learn new software
- Knowledge of domestic and international freight practices is preferred
- Understanding of government exporting requirements and OMARs (Overseas Market Access Requirements) is preferred
- Previous experience in an exporting environment is preferred

**Position Description
Export Officer**

Essential Qualifications Required:

None

Desirable Qualifications:

- Registered user for NZ Customs Entry Processing
- Registered user for MPI Exporting
- NZ Customs Tariff Interpretation
- A relevant tertiary qualification
- Training in the field of:
Free Trade Agreements
Customs Practises
Carriage contracts
International Trade Finance
Incoterms

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
			()					

