



## Import / Export Manager

CEVA Logistics – Portland, OR

To be considered for this position, please apply online at [CEVA Logistics Import / Export Manager - Portland, OR \(43225\)](#)

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**CEVA Logistics**, one of the world's leading non-asset based supply-chain management companies, designs and implements industry leading solutions for large and medium-size national and multinational companies. Approximately 44,000 employees in more than 160 countries are dedicated to delivering effective and robust supply-chain solutions across a variety of sectors where CEVA applies its operational expertise to provide best-in-class services across its integrated network.

**CEVA** offers competitive incentive packages, exceptional benefits and an exceptional culture for career building. Start your career with **CEVA** and build on our Foundations: Unity, Growth and Excellence. CEVA people are passionate about supply chain management.

### **Job Summary:**

CEVA Logistics is currently hiring an Import / Export Manager located in Portland, OR. The Manager will lead, direct, and manage the Export, Import, and Brokerage areas at the Portland, Oregon location to assure consistent quality service, customer satisfaction, profitability, and cost efficient operations. The Manager also assures the clearance of air and/or ocean imported shipments through U.S. Customs in compliance with U.S. Customs and Border Protection Rules and Regulations. This can include compliance with U.S. and international requirements, laws, ISO Standards, requirements, and other regulatory guidelines governing the export, import, receipt, and documentation of imported and exported product.

In this role, the Import / Export Manager will:

- Maximize profitability through superior service to customers, effective and prompt communications, and follow-up of all pending matters with the customer, including changes, scheduling, new regulations, bonding/insurance requirements, and general industry inquiries
- Manage all import, export, or breakbulk transactions and applicable administrative U.S. and foreign government programs to ensure all paperwork is processed efficiently and in a timely manner, and meets all compliance requirements
- Ensure timely clearance and delivery of import cargo by monitoring all air, ocean, or other modes of shipments through U.S. Customs
- Oversee the preparation of U.S. Customs documentation, including but not limited to invoices, bills of lading, shipping statements, receipts, to ensure accurate and complete documents are prepared within designated timeframes

### **Summary of Key Accountabilities:**

- Works to align operations and market strategy, such as defining market potential, identifying key customers, and supporting business development activities

- Ensures the operational and financial performance, aligns budget to market, ensures the accuracy of results, reviews financial results with teams, and implements adjustments as require.
- Collaborates and aligns with business development on local strategy, campaigns, participating in weekly meetings, supporting large or key customers, and seeks ways to gain competitive advantages
- Manages and coordinates health, safety and environmental areas, which may include safety meetings, collaborating with HSE functions, product training, inspection, compliance, security and related programs or operations
- Manages the quote process to ensure timely processing, accuracy, performance, escalation and approval; negotiates with customers or providers to secure best cost or price.
- Manages the services and performance of vendors, third party providers, and other relationships
- Oversee or compute tariffs, price conversions, weight, and volume of merchandise exported to foreign destinations
- Oversee and maintain the Harmonized Classification System pertaining to tariff research, binding rules, protests, duty rates, and valuation on import shipments into the U.S. are processed timely and efficiently and in accordance with all applicable laws
- Interface with U.S. Customs and other Federal agencies at the local and national level to ensure compliance with all pertinent laws and regulations as directed by senior management
- Monitor independent company designated U.S. Customs brokers to insure that proper declarations are made to U.S. Customs regarding the classification and importation of cargo
- Establish recordkeeping standards and oversee file maintenance in accordance with U.S. Customs regulations and company policies
- Work collaboratively with senior management and IT staff to coordinate systems implementation and design systems for EDI transmission of data for Customs documentation and supply chain records; keep abreast of technology innovations
- Plan and monitor daily staffing schedules and adjust accordingly to ensure sufficient staffing schedules which support operational demands.
- Ensure all policies and procedures are consistently administered and keep senior management informed of all transaction problems or irregularities
- Establish, monitor, revise, document, and communicate all directives, rules, and procedures to staff, for the handling of each account, including schedule of service fees, shipment and booking process, and any other related information
- Select, motivate, train, delegate, coach, develop, assess progress, review, and reprimand staff as appropriate, create career opportunities for professional development, address employee problems in a prompt and direct manner in accordance with company policy

#### **Education and Experience:**

- High school Diploma or GED required with a Bachelor's degree in International Business, Transportation, Finance, Logistics, Supply Chain Solutions, or equivalent combination of work experience and completion of the LDP Program preferred
- Eight years of progressive experience, including two years of supervisory experience

**Specialist Knowledge Desired:**

- Applicable laws, rules, and regulations.
- Knowledgeable in U.S. Customs and International trade with a basic understanding of customs valuation, classification, compliance/audit and trade programs.
- In-depth knowledge of all U.S. Customs Compliance Rules and Regulations
- Knowledge of NATA, Free Trade Agreements, CTPAT, additional tariff requirements, OGA's, ACH, and all other related trade legislation, rules, and regulations
- Knowledge in export administration, Dept. of Commerce, and consular regulations, and recordkeeping

**Additional Skills that Contribute to Success:**

- In-depth knowledge of the company's or related products, services, and operations
- Management Systems) or TMS (Transportation Management Systems) or other similar systems
- Sales and business development principles and practices
- Health, safety and environmental principles and practice
- Customer-focus with the ability to develop and sustain productive relationships
- Manage the financial aspects of a department (purchasing, budget, financial reporting, and monitoring of expenses)
- Develop and implement business and operational programs to achieve results.
- Demonstrated success in leading, supervising, managing, and developing staff and high performance teams.
- Understand issues, analyze problems and opportunities, and compare data from different sources to draw conclusions and reach business outcomes
- Ability to plan, organize, and manage multiple projects and set priorities while maintaining performance under pressure or opposition
- Intermediate proficiency in Microsoft Office, Internet, web-based and job specific software applications
- Must be able to read, write, and speak English fluently

**Travel Requirements:**

- Travel may be required at least 10% of the time in the domestic U.S.

\* External Job Posting Footer

CEVA operates in a multicultural, global environment and is a richly diverse organization operating seamlessly as one company. We aim to attract, motivate and retain the best people in our industry, whatever their background. We share the same passion to deliver world-class solutions to our customers. We have the best supply chain professionals in the industry and develop this talent in an inspiring work environment. CEVA Logistics is proud to be an equal opportunity work place and an affirmative action employer. All qualified applicants will receive consideration for

employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other characteristic. We are an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities.