



Full Job Description

Under general supervision, performs all duties related to Domestic and International shipments. This includes the preparation of diversified documentation for exporting company products into foreign countries following the guidelines, policies, regulations of the United States. Monitor the importation of product into the United States ensuring that regulatory compliance is maintained for product identification.

Duties & Responsibilities

- **Coordinate the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process as requested.**
- **Complete the necessary documentation and online forms for the efficient, cost-effective and lawful execution of all import/export activities.**
- **Coordinate and conduct our business practices with forwarding agents and brokers to affect regulatory compliance within our Import and Export programs. • Maintain current documentation forms and any other necessary records to perform to job.**
- **Coordinate with the necessary parties (Engineering, Purchasing, Technology Control Officer) to determine and maintain the classification (ECCN, HTS, Schedule B) of our products to ensure international trade compliance with the regulatory agencies.**

- **Collect data to complete monthly freight transportation or crating reports as required for management review.**
- **Update processes due to relevant changes within our Import-Export Trade Compliance Manual as required and maintain and share with colleagues.**
- **Train and certify to file with AES Direct and maintain compliance for reporting of export declarations.**
- **Perform all activities related to domestic and international shipments including:**
 - **Picking**
 - **photographing**
 - **boxing parts orders**
- **Monitoring production schedules to ensure product can be crated and shipped on time**
- **Pack, move and load product into crates/trucks to go to the craters**
- **Ship goods via customer specified instructions or company guidelines**
- **Conduct transactions in ERP system as well as LeanKit**
- **Complete all appropriate domestic and international shipping paperwork and documents**
- **Conduct Denied Party screening for shipments or per request**
- **Communicate effectively with carriers, customers and John Crane associates.**
- **Operate forklift and cranes on a daily basis to load, unload and move product.**
- **Conduct daily inspections of Forklift(s) and Walkie(s) and routine inspections of cranes and lifting equipment.**
- **Cross train in other functions and perform other duties as assigned.**
- **Complete all 5S duties and maintain a clean, safe, and professional working environment.**
- **Participate in Lean/Continuous Improvement activities**
- **Other duties as assigned.**

Diversity & Inclusion

We believe that different perspectives and backgrounds are what make a company flourish. All qualified applicants will receive equal consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, economic status, disability, age, or any other legally protected characteristics. We are proud to be an inclusive company with values grounded in equality and ethics, where we celebrate, support, and embrace diversity.

The Individual

- **Additional duties and responsibilities will vary based upon departmental needs.**
- **Complete all work in a safe manner and follow all safety requirements consistent with supporting the Company's goals.**
- **Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the site's Material Handling policy.**
- **Follow all environmental requirements consistent with supporting the company's environmental performance goals.**
- **Complete, and actively participate in all other EHS training requirements and EHS programs.**

POSITION REQUIREMENTS:

- **High School Diploma or GED**
- **Minimum 1-3 years' experience in International Shipments and Documentation**

- AES, QAD or other ERP, LeanKit - Experience preferred
- Microsoft Office Suite
- Must possess an excellent understanding of NAFTA regulations and tariff schedules.
- Ability to obtain forklift and walkie (PIV) certification
- Ability to operate overhead cranes
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures/work instructions.

ADDITIONAL REQUIREMENTS:

- Must be able to sit for extend periods of time; a minimum of 2 hours.
- Must be able to maneuver to all areas of the office, shop, warehouse, or manufacturing plant
- Must be able to lift up to 35 pounds and carry up to 30 pounds.
- Must be able to bend, reach, kneel, twist, and grip items while working at assigned tasks.
- Must have the manual dexterity and coordination to operate office equipment.
- Must be able to simultaneously manage several objectives, changing priorities and reassign priorities to complete assignments.
- Must be able to read, write, speak and understand English.
- Must be able to respond to visual and aural cues.

About Smiths

At Smiths we apply leading-edge technology to design, manufacture and deliver market-leading innovative solutions that meet our customers' evolving

needs, and touch the lives of millions of people every day. We are a FTSE100, global business of around 14,600 colleagues, based in 50+ countries. Our solutions have a real impact on lives across the planet, enabling industry, improving healthcare, enhancing security, advancing connectivity and supporting new homes. Our products and services are often critical to our customer s' operations, while our proprietary technology and high service levels help create competitive advantage. We welcome colleagues with a curious mind, who are happy with responsibility, enjoy a challenge and are attracted by the idea of working at a business with a 170+ year history of innovation, and five global divisions, all experts in their field.

About John Crane

John Crane is a global leader in rotating equipment solutions, supplying engineered technologies and services to process industries. The company designs and manufactures a variety of products, including mechanical seals and systems, couplings, filtration systems and digital diagnostics technologies. John Crane customer service is accessed through a global network of more than 200 sales and service facilities in over 50 countries. Global reported revenue for fiscal year 2021 was in excess of \$1 billion USD. John Crane is part of Smiths Group, a global leader in applying advanced technologies for markets in threat and contraband detection, energy, medical devices, communications, and engineered components.