

Job type: Permanent



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**HIRING!**

## MANAGER EXPORT DOCUMENTATION

### JOB DESCRIPTION:

- Manage the end-to-end export documentation process, ensuring accuracy, completeness and compliance with international trade regulations.
- Collaborate with cross-functional teams, including sales, logistics and compliance, to gather necessary information for documentation.
- Maintain organized and up-to-date records of all export documentation, ensuring easy retrieval for audits and reference purposes.
- Prepare and submit accurate customs declarations, including commercial invoices, packing lists, certificates of origin and other required documents.
- Stay updated on international trade regulations, tariffs and export control laws to ensure the company's compliance.
- Provide guidance and training to staff on export documentation procedures and compliance.

### SKILLS & REQUIREMENTS:

- Candidate must have 4-5 years of relevant experience.
- Bachelor's or Master's degree in a relevant field.
- Attention to detail and excellent editing and proofreading skills
- Knowledge of relevant laws and regulations related to document management and retention.



Eligible candidate may send their resumes at [careers@jazaaglobal.com](mailto:careers@jazaaglobal.com) while mentioning "Manager Export Documentation" in the subject line.

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