

JOB OPENING

Logistics Administrator - Job ID# H 203

Location: Hunt Valley, Maryland

Status Type: Full Time, Monday – Friday

Education and Experience:

Required

- B.A. or B.S. in Business Administration plus 3 years relevant experience with U.S. Export/Import Regulations and ITAR. (AA +5 years' experience may substitute).
- Minimum of 3 years' experience preparing export/import documentation and filing EEI's through AES.
- Extensive knowledge of Letters of credit and International Banking requirements.
- Experience with international clients in a customer service environment.
- Hazardous material certification or ability to obtain certification.
- Detail oriented person with ability to work independently and well under pressure.
- Ability to multi task with strong communication and organizational skills.

US citizenship with ability to access/maintain security data access.

Work Description

Reporting to the Logistics Manager, candidate will be responsible for the successful shipping of all Teledyne Energy Systems, Inc. products. Duties to include:

- Organize and prepare all shipping documentation including international / domestic commercial and government shipments, courier airway bills for small package shipments and Hazardous material documentation for hazmat shipments.
- Make logistical arrangements through interaction with LTL Carriers, Freight Forwarders, Ocean Carriers, and similar shipping entities and work with Shipping and Receiving Clerk on crating needs for all outbound shipments.
- Review Letters of Credit to ensure compliance, prepare documentation and submit to the bank for payment.
- Compile report of daily shipping activities/status and advance payment status.

- Ensure that all export documentation is accurately completed and is in compliance with U.S. Export Regulations and Corporate regulations.
- Ensure that import documentation is completed for warranty/repair returns from foreign customers.
- File EEI (Electronic Export Information) electronically through AES.
- Handle customer requests for shipment tracking and proof of delivery.
- Verify HTS (Harmonized Tariff Schedule) and Schedule B numbers for export shipments.
- Obtain freight quotes and assist with Export compliance questions for Commercial Products Group.
- Assist Accounting Department with completion of Proforma and Commercial Invoices.
- Serve as a Back-up for OCR screening reviews and ensure that all parties to a transaction (order) have been screened and approved.
- Serve as back-up for Export Administrator. (Complete yearly BIS, Dept. of State and Corporate compliance training).

For consideration send resume and salary history, noting position desired, to:

Teledyne Energy Systems, Inc

Attn: Human Resources – H203

10707 Gilroy Road

Hunt Valley, MD 21031

Fax: 410-771-8620

E-mail: resumes03@teledyne.com

EOE M/F/D/V

Drug Free Workplace