

Employment Opportunity – Export Associate

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for an Export Associate. This position is located in Sandersville, Georgia.

MAJOR DUTIES:

- Develop and maintain good relationships and communication with customers.
- Enter orders in ERP system.
- Prepare invoices and other documents for export accounts.
- Obtain bookings with ship lines through freight forwarder.
- Prepare & distribute cargo insurance policies.
- Check/approve and distribute bills pertaining to area of responsibility; freight & sample invoices.
- Enter electronic sample requests.
- Assist other Customer Service Representatives as needed.

MINIMUM QUALIFICATIONS INCLUDE:

- Bachelor's Degree preferred; experience will be considered
- Excellent communication skills (written and verbal)
- Excellent telephone etiquette
- Attention to detail
- Good organization/prioritization skills
- Good problem solving skills
- Proficiency with Microsoft Office Programs including Excel, Word, etc.
- Good knowledge and ability to use an Enterprise Resource Management System
- Fundamental knowledge of US/Metric weight conversions

Qualified Candidates should email a resume to latonya.martin@thielekaolin.com. **Please note “Export Associate” in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

