

Employment Opportunity – Export Associate

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

MAJOR DUTIES:

For the assigned territory:

- Develop and maintain good relationships and communication with customers
- Prepare invoices and documentation for export customers
- Obtain bookings with ship lines through freight forwarder
- Prepare & distribute cargo insurance policies
- Set up new customers, update existing customers & inactivate customers/information in ERP System
- Maintain customer records as required by ISO procedures
- Backup for other Customer Service Representatives as needed
- Enter Returned Authorizations (RMA) into AX and maintain documentation
- Maintain Customer pricing in ERP System
- Maintain customer list to prepare mass mailings for pricing, spec changes, special announcements, etc
- Manage the administrative process for purchased kaolin

MINIMUM QUALIFICATIONS INCLUDE:

- BS Degree Preferred
- Excellent communication skills (written and verbal)
- Excellent telephone etiquette
- Attention to detail
- Good problem-solving skills
- Strong organization/prioritization skills
- Proficiency with Microsoft Office Programs including Excel, Word, etc
- Good knowledge and ability to use an Enterprise Resource Management System
- Fundamental knowledge of foreign currency conversions and US/Metric weight conversions
- Good world geographic knowledge

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.

