

JOB DESCRIPTION SHEET

JOB: Export Coordinator for Bodywork Repair and Painting Products

Job title	Export Coordinator for Bodywork Repair and Painting Products
Domain	SUPPORT FUNCTIONS
Family	Marketing-Communication-Negotiation
Structure	Marketing-Export Department
Site	Morocco, Casablanca, Sapino Industrial Zone
Missions	<ul style="list-style-type: none"> • Manage and monitor the company's export files, prepare the necessary documents (customs documents, freight documents and commercial documents), • Monitor the files for re-invoicing of material transport costs and the monitoring of the control of customs documents on exports, • Guarantee compliance with legal and customs obligations by maintaining active monitoring in collaboration with the Supply Chain Manager, • Ensure the monitoring and management of product certification in new destination countries, • Update export procedures.
Main activities	<ul style="list-style-type: none"> • Monitor the shipment re-invoicing tables and record them in the company's accounting tool, • Send re-invoicing information to the different departments, • Check the invoices of transport providers, • Rigorously archive transport documents, • Ensure invoicing of direct customers. • Carry out rigorous budget monitoring • Ensure compliance with the validation process for field initiatives • Continually seek innovation in the way of executing actions • Propose ways to improve and optimize field deployments • Carry out any other task entrusted by the line manager, • Ensure the confidentiality of the information processed
Functional relationships	All marketing structures, sales, stock manager, customers, management, partners, service providers
Desired training	BAC + 3 Marketing-Commercial-Communication-digital, project management...
Experience needed	Very good knowledge of the export sector and especially body repair and painting products

Required Skills	<i>Key skills</i>	Knowledge of the company's/Group's offering, level 3 Know the target audiences, level 3 Creativity and innovation, level 3 Communication mix, level 4 Strategic Sense, level 2 Brand vision, level 3
	<i>Additional skills</i>	Know the environment, level 3