

Export Trading Associate

This is a full-time position working on-site, Monday-Friday, with a 13-person team at Global Merchandising Corporation (GMC), a private export trading company based in San Francisco, CA. For over 70 years, GMC has been trading food and health and beauty products around the world. Working with multi-national companies like Nestle, Frito-Lay, Heinz, and numerous other domestic and foreign manufacturers and distributors, GMC is a dominant player in the consumer goods export industry. You will work in support of experienced export traders who will direct your efforts in fulfilling overseas customers' requests.

The associate joining our team will:

- Source products from distributors as well as assist in identifying new export products
- Source logistics partners (trucking, ocean and air cargo carriers)
- Prepare quotations and purchase orders
- Arrange for export inspections
- Prepare export documentation
- Prepare bank documents such as letters of credit, sight drafts
- Complete internal documentation and work in coordination with the accounting department

You will possess the following attributes:

- Computer skills (PC)
- Experience working with Excel and QuickBooks
- Detail orientation
- Comfortable multi-tasking
- Ability to work independently
- Enthusiasm for learning

Fluency in Tagalog preferred

Compensation includes competitive salary, company matched SIMPLE IRA, health plan, sick-leave and PTO.

If you can see yourself a part of our team, please reply in confidence to:

hr@globalexporter.com

Please imbed your resume in your email reply, no attachments.