



## **EXPORT DOCUMENTATION ADMINISTRATOR**

**Sacramento, CA**

Blue Diamond Growers represents more than 3,000 almond growers in California - the state that provides over 80% of the world's supply. We are one of the most recognized food brands in the world, with annual sales exceeding \$1 billion. We believe in transparency and honest communication. Our work style is team-based, working together to innovate, process, and distribute the best almond products to the world.

After more than 100 years, our core values of integrity, partnership, innovation, and quality remain strong. Our commitment to excellence has driven Blue Diamond's unprecedented growth, innovation, high quality, and value.

Currently, we are seeking an Export Documentation Administrator to join our winning team in Sacramento, CA. This position is responsible for administering and preparing international and domestic documentation for outbound shipments from multiple warehouses in the U.S. In addition, this position is responsible for handling a small base of accounts; from contract entry to order execution.

### **Key Responsibilities:**

- Prepares detailed documentation for export shipments. Ensures that all documents are prepared accurately and in a timely manner.
- Works closely with the Customer Service team in preparing export documentation and processing export orders.
- Serves as Administrator of USDA Phytosanitary Certificates issuance and tracking in the on-line system (PCIT).
- Trains and mentors other users as needed.
- Prepares daily courier pouch with documents for our Freight Forwarder and, process documents received from our Freight Forwarder.
- Tracks and reports export document turnaround times.
- Sends shipment notifications to customers/brokers upon departure.
- Communicates effectively with customers/brokers and other external and internal parties.
- Responsible for preparing stickers and labels for export shipments.
- Responsible for a small customer base of accounts. Responsibilities include contract and order entry, administration of unshipped orders and accuracy of billing.
- Performs other duties and responsibilities as required or assigned by the Customer Service Manager, including acting as back-up support for the other Documentation Administrator and Account Representatives, as needed.

### **Qualifications:**

- AA degree or equivalent experience in preparing Export/ Domestic Documentation.
- Two years' experience:
  - Preparing a wide variety of export documentation for many different countries.
  - Working with US and foreign government regulations relating to export shipping, custom clearances, and regulation compliance.

- Working with various international Inco and payment terms.
- Working with customers inside and outside of the organization.
- Working in ERP System (SAP preferred).
- Must know basic terminology relating to International shipping and documentation.
- Must be extremely organized and detail oriented.
- Must be able to prioritize responsibilities based on shipment transit times and order of importance.
- Strong team player who can recommend and implement process improvements.
- Excellent verbal and written communication skills.
- Must be able to work independently and resolve issues with minimal direction.
- Advanced computer skills in MS Office, Excel, Word and Adobe Standard

Blue Diamond Growers is an Equal Opportunity and E-Verify Employer  
EOE/Minorities/Females/Vet/Disability

Please apply at:

<https://chp.tbe.taleo.net/chp01/ats/careers/requisition.jsp?org=BLUEDIAMONDGROWERS&cws=1&rid=2411>

**Jim Powell, Sr. Recruiter**

Blue Diamond Growers

(916) 691-3218 – Office

[jopowell@bdgrowers.com](mailto:jopowell@bdgrowers.com)



Grow your career. Partner with us. We Are the Almond People!