

# Kubota Engine America

**JOB TITLE:** International Logistics Coordinator  
**DEPARTMENT:** Global Trade Compliance  
**REPORTS TO:** Manager, Global Trade Compliance  
**FLSA STATUS:** Exempt

## Job Description Summary

The International Logistics Coordinator coordinates global logistics and trade compliance, liaising with international partners, brokers, and government agencies. Supports import/export operations, process improvements, cost analysis, and special projects, while ensuring regulatory adherence and effective communication across departments. Collaborates with the sales team to align logistics strategies with customer needs, facilitates timely order fulfillment, and contributes to revenue growth by optimizing supply chain efficiency and identifying opportunities for cost savings and service enhancements.

## Duties and Responsibilities

- Coordinate and support the shipping and international logistics compliance for all departments (Check, confirm, analyze, and maintain USHTS of all products being imported by KEA, including EPA exemption status and providing EPA form 3520, updating HTS list for both import and export, etc)
- Lead and coordinate with overseas headquarters (Kubota Corp. in Japan) and MTS (KEA's Custom broker), forwarders, and steamship lines to facilitate shipping and logistics issues of both import and export for all departments (correcting documentation error, correcting EDI data error, communicating co-load information, communicating vessel schedule delay, issuing customs documents for both imports and exports, etc.), developing new process/strategies to make improvements.
- Initiate, coordinate, and lead high level projects and assignments involving international trade and operations, with overseas HQ, overseas affiliates, US Customs and other US government agencies, freight forwarders, and/or other transportation service providers (this involves developing new processes or improving current processes to have KEA become efficient and compliant with new/existing trade laws and regulations)
- Negotiate freight transportation rates with service providers
- Provide verbal and/or written translation assistance of Japanese/English language across various departments of both overseas offices and KEA if/when needed.
- Assist the arrangement of actual export shipments of both air and ocean cargo (exports out of customers' sites and/or KEA warehouse). This includes communicating with MTS, and directly with customers for returnable pallet export arrangements.
- Improve/develop export processes and procedures within KEA
- Provide analysis of various shipping costs, and assist and/or lead cost reduction projects
- Respond to various requests and inquiries by logistics and trade related U.S. government organizations
- Work with overseas HQ in assisting and coordinating EDI transmission as needed
- Coordinate and/or issue insurance claims and related issues regarding damaged shipments, with forwarders, steamship lines, insurance company, and internally within the company (various departments as needed).
- Improve/develop insurance claim process and procedures, and maintain them efficiency.
- Coordinate K-Track related seminars with MTS for Sales, Operation and Accounting Departments
- Coordinate and set-up meetings with MTS and/or forwarders regarding operational issues on needed basis
- Issue Country of Origin Certificates (NAFTA Certificates) for all departments/customers upon request
- Document processes and update existing scripts (ISO purposes)
- Support KEA's C-TPAT certification status by managing all aspects of MSC outlined in the C-TPAT requirements
- Coordinate and assist special projects related to international logistics (shipment diversions, track and trace, internal notifications, etc.)
- Assist in the R&D process of supply-chain flow for three-way trade shipments for KEA's customers to Central and South American regions (process, procedure, rules/regulations, etc.)
- Monitor the progress of orders from receipt to final shipment to ensure timely delivery, detect problems, or expedite if required, by effectively communicating with the customer, KBT, MTS and warehouse personnel
- Receive, research, and answer customer inquiries regarding sales orders and various other matters in a positive and supportive manner
- Assist accounting department to resolve account receivable past dues and invoicing discrepancies related to captive accounts and international logistics issues
- Maintain various spreadsheets and other data records by extracting, combining, updating, and creating new spreadsheets
- Lead the third-party warehouse related issues and operations as needed

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- Supervise the captive accounts, and assist the sale assistant in charge of the accounts (general contact window for captive accounts at high level).
- Create sales forecasts for the two captive accounts, monitor the sales progress, and make necessary analysis.
- Attend conferences related to captive accounts, and trade compliance relations; develop action items and strategies based on the information gathered from the conferences
- Issue monthly shipment count report
- Maintain an organized and secure work environment
- Support co-workers in other departments as needed
- Inform Manager of all noteworthy activities
- Follow safety guidelines and department and corporate policies and procedures

## Authority

N/A

## Job Knowledge, Skills, and Abilities

- Advances knowledge of importation and exportation (trade compliance regulations)
- Excellent communication and interpersonal skills demonstrated by the ability to resolve conflicts, develop appropriate solutions to problems, and develop and maintain mutually beneficial relationships with customers and co-workers
- Japanese language proficiency is required (speaking, reading, and writing).
- Good command of the English language, both written and verbal
- Excellent customer service skills
- Ability to follow standard work instructions; be reliable and punctual
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Ability to comprehend an extensive variety of instructions, both oral and written
- Excellent written and verbal communication skills
- Strong problem solving skills and discernment for various decisions such as type of shipping method when not specified, pricing issues, or other system situations
- Intermediate knowledge of word processing and advanced knowledge of spreadsheet applications
- Experience using SAP is preferred
- Ability to travel on an as needed basis, possibly overnight, either by car or plane

## Education and Training

- Associates Degree or equivalent
- +5 years of administrative support, and international logistics experience (import & export coordination, processing, arranging, and analyzing, familiarity with USCBP and trade regulations)

## Physical Demands

- Sitting for long periods of time with some walking, stooping, bending, and reaching
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

## Work Environment

- Work is performed in an office environment. Noise level is moderate
- Moderate exposure to the warehouse. Limited exposure to temperature variations when shipping doors are open
- While traveling, will experience noise and comfort levels common to automobiles and airplanes

## Tools and Equipment

- Computer and other general office equipment

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/  
Manager: \_\_\_\_\_ Date: \_\_\_\_\_