

# Join Us At MODEC

## About us

MODEC is an Oil & Gas Japanese Company that has been a leading provider of solutions to the floating offshore oil & gas market for more than 50 years. With a fleet of 19 units operated by the company and nearly 50 projects delivered worldwide, we have the mission to produce oil and gas steadily and safely, 24 hours a day, 365 days a year.

Our presence in 15 countries and the integration of our teams around the world give MODEC the opportunity to develop and share a high level of skills. Come join us! #bemodec

## Job description

**Job Title:** Importation & Exportation Analyst

**Department Name:** Supply Chain

**Location:** Georgetown, Guyana

**Full / Part Time:** Full time

**Regular / Temporary:** Regular

- Oversee and coordinate the import and export of materials, ensuring compliance with local and international regulations.
- Prepare and maintain accurate records and documentation required for customs clearance and regulatory reporting.
- Coordinate customs clearance procedures, ensuring all required permits, licenses, and documentation are in place.

## Responsibilities

- Ensure accurate classification of goods/materials for duty and tax assessments.
- Stay updated on changes in trade laws and regulations to mitigate compliance risks.
- Generate reports on Import/export activities, including cost analysis, compliance status, and process efficiency.
- Address and resolve customs disputes, shipment delays, or compliance issues promptly.

## Requirements

- Masters or Post Graduation in Logistics, Foreign Trade or equivalent course in: International Relations/ Administration / Economics.
- Green Belt Certification and Advanced Microsoft Office Package is desirable.
- Leadership experience on logistic activities in the Oil & Gas sector is preferred.

**Click on the following link to apply:**

<https://modec-guyana.us.careers.hr/p/344eb5baa3cd41cba4a5ff19cc764e1b>