

Job Description

Job Title: Export Administrator

Responsible to: Export Manager

Purpose of the role:

Reporting to the Export Manager, the successful candidate will work within a fast-growing division of the business to process orders, produce and provide shipping documentation to cover all payment terms for multi modal shipments, interact with internal and external customers and be a key team member of the team. They will also be required to complete paperwork of the highest standard for registration dossiers. This is an excellent opportunity for a self-motivated person who is looking for a new challenge that offers career and personal fulfilment.

Responsibilities include:

- To deliver best in class standards and to promote a culture of excellence in a fast-moving environment.
- Responsible for creating all order administration and documentation in a professional and efficient manner from receipt of order through to payment.
- To be an expert in understanding and producing paperwork for Letters of Credit.
- Liaise effectively with internal departments and customers to ensure all business requirements are met at an exceptional level.
- Ensure company compliance with tariff codes, import duties and required documentation for target markets
- Work as part of a team to effectively and efficiently provide customer service with logistical requirements by managing shipments from loading to unloading to minimise risk and costs.
- Complete registration dossiers and all tasks associated with compiling these dossiers.
- To maintain and record monthly KPI data for the order and registration admin function.
- Contribute to the continuous development of the processes of Export Logistics and Administration needed to continue the company's ambitious growth plans.
- Take Health, Safety and Environmental ownership of yourself, others & activities within your areas of responsibility and raising all HSE concerns you become aware of, outside your areas of responsibility, with relevant managers.

Personnel Specification

Specification	Essential	Desirable
Education Attainments		<ul style="list-style-type: none">• Third level or courses taken in international transport / logistics
Job Experience	<ul style="list-style-type: none">• 2 years' experience in the export industry	<ul style="list-style-type: none">• Experience of fast paced Agri feed industry
Specialist Knowledge / Skills	<ul style="list-style-type: none">• Good knowledge of International Trade Documents, such as Certificates of Origins EUR1s etc	<ul style="list-style-type: none">• Second language• Knowledge of registration processes and completion of documentation for registration dossiers.
Disposition	<ul style="list-style-type: none">• Exceptional customer services skills• Excellent written and verbal communication skills• Excellent organisational and time management skills, with the ability to prioritise effectively and work under pressure• Highly motivated• Strong interpersonal skills• Strong IT skills including standard Microsoft packages• Can communicate effectively at all levels of a business	
Circumstances	<ul style="list-style-type: none">• Flexible and adaptable• Good attendance, timekeeping & disciplinary record• Right to Work in the UK	<ul style="list-style-type: none">• Full driving licence and access to a car