



## Export/Import Shipping Administrator

### BATH SITE

**Reporting to:** Financial Controller

**Terms of Employment:** Permanent, part time 16 – 20 hours a week Monday to Thursday

#### The role

This is an office-based part time role helping with the import and export processes needed for road, air, courier and sea shipments for the business. This will involve helping with the preparation and checking of both import & export documentation, liaising with internal departments within the company as well as suppliers, customers and external parties such as courier companies and freight forwarders.

The role also involves the shipping of UK and US Export Controlled components with the additional compliance requirements needed for these sorts of shipments. The role is based within the General Reception office and so there are a number of additional duties and ad hoc tasks associated with being situated in the general reception area of a busy manufacturing company.

#### We are seeking;

- An individual who has held a similar role within a logistics/ shipping department ideally in a busy manufacturing company
- An individual who has a good understanding of import/export processes and will be confident in problem solving and learning new ways of working
- An organised individual, able to effectively multi-task, has a keen eye for detail and is able to complete accurate paperwork to ensure the timely shipping and receiving of products for the business

#### Essential attributes:

- Methodical, organised and thorough
- Committed to meeting deadlines to satisfy customer requirements
- Excellent communicator, both written and verbal
- Good IT skills, including Word, Excel and ERP systems, with an aptitude for developing new skills
- Maintaining confidentiality of commercially sensitive information

#### Knowledge:

- Commercial invoices/packing lists/certificates of origin (eCert and Manufacturer's own)
- Origin/preference rules in connection with International Trade Agreements
- Import and Export customs entries, CPCs, document codes
- AWBs, certificates of shipment, bills of lading
- Tariff codes
- Letters of Credit
- UK Export Control procedures including SPIRE desirable
- US Export Control regulations ITAR and EAR desirable
- Customs Special Procedures IP and OP desirable

#### Duties/responsibilities:

- Liaising with customers, suppliers and carriers to ensure that all exports and imports are dealt with in an efficient manner
- Liaising with regulatory authorities (eg HMRC) to ensure full compliance with applicable regulations
- Coordinating with sales, despatch and purchasing offices for the Bath site
- Administration of letters of credit
- Dealing with VAT and duty on the importation of goods, including Inward Processing Relief, duty deferment etc
- Administering all aspects of export control, including:
- Liaising with customers to obtain End User Undertakings;



- Obtaining export licences from regulatory authorities;
- Maintaining accurate records of all export control activities;
- Ensuring that all movements of goods comply with relevant export controls; and
- Obtaining non-disclosure agreements from suppliers
- Providing receptionist support as required

**Further Information: -**

- Application forms available on Sharepoint or HR.
- Any questions about the role should be directed through HR
- Those interested in this role should submit an application, CV & covering letter to HR. Where possible, this should be done electronically to [HR@crossmanufacturing.com](mailto:HR@crossmanufacturing.com)
- Please clearly reference the role you are applying for on your application form

**Package:**

- Attractive salary
- Access to stakeholder pension scheme
- Generous life insurance
- Private healthcare (family)
- 25 days holiday pro-rata, plus bank holidays

**More Information**

For more information on Cross Manufacturing, please go to our website at [www.crossmanufacturing.com](http://www.crossmanufacturing.com)

**CLOSING DATE: 8<sup>th</sup> September 2022**