



## **IMPORT, EXPORT CONTROL, SHIPPING AND SITE ADMINISTRATOR**

**Reporting to:**

Financial Controller

**Terms of Employment:**

Permanent, Full time, Monday to Friday, 37 hours (onsite at the Bath office)  
Would consider part time (30 hours +)

**The role**

This is an office-based role in the General Reception Office working as part of a team responsible for the import and export processes needed for road, air, courier and sea shipments of a busy Manufacturing Company. Duties will be varied but will include assisting on a daily basis with processing of shipping paperwork, invoicing and, liaising with internal departments within the company as well as suppliers, customers and external parties such as courier companies and freight forwarders. The role will include the shipping of UK and US Export Controlled components with the additional compliance requirements needed for these sorts of shipments. The role will also include some general office duties.

**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 individual who has either Export Control compliance knowledge or the desire to learn this aspect of the role
- 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 a good eye for detail.
- Committed to meeting deadlines to satisfy customer/and internal department 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 - Desirable:**

- 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
- Customs Special Procedures IP and OP
- Knowledge of UK Export Control procedures including SPIRE or willingness to learn
- Knowledge of US Export Control regulations ITAR and EAR or willingness to learn
- Courier Portals i.e. DHL, Fedex Etc

**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
- 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 licenses 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
- General Admin
- Assisting other departments or taking on other tasks as required



**Further Information: -**

- 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)
- Access to a cycle to work scheme
- 25 days holiday, 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: Friday 22<sup>nd</sup> March 2024**