

Customs Administrator

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Company: LGC Group

Location: Bury

Category: business-and-financial-operations

Company Description

LGC is an international leader in the extended life sciences sector, with the operating division LGC Standards being the world's leading manufacturer and distributor of reference materials and proficiency testing schemes. LGC is a global leader in the provision of proficiency testing (PT) services, offering a comprehensive range of PT schemes covering a wide range of industry sectors. We are recruiting a Customs Administrator, based in Bury, UK.

Job Description

Join Our Team as a Customs Administrator!

Looking for an opportunity to kickstart your career in a fast-paced environment? We're on the lookout for a proactive and hard-working individual to join our team as a Customs Administrator at LGC Bury!

About Us: At LGC, we're global leaders in the extended life sciences sector, specializing in international shipments and compliance with industry regulations. As a Customs Administrator, you'll play a vital role in coordinating and crafting special requirement paperwork for our international shipments. Plus, you'll get the chance to work with innovative robotic automation processes!

Coordinate and build special requirement paperwork for international shipments, ensuring all key accounts are taken care of.

Take ownership of packing special requirement shipments, ensuring all vital items are included.

Take care of dangerous goods paperwork and provide administration assistance for the Dispatch team.

Supervise the Dispatch inbox and provide timely replies to other teams, keeping communication flowing efficiently.

Qualifications

A general good level of secondary education or proven experience.

Experience in dispatch administration/coordination is a plus.

Excellent interpersonal and communication skills, both verbal and written.

Ability to work independently and as part of a team, with good organizational skills.

Methodical and precise approach to work, with a curiosity about detail.

Good keyboard skills and a proven track record to meet deadlines with accuracy.

Additional Information

Opportunity for growth and development in a thriving industry.

Work with a diverse and supportive team that values respect, integrity, brilliance, curiosity, and passion.

Show off your proactive and enthusiastic attitude as you deliver continual improvement.

Enjoy a flexible workload and the chance to work under pressure, building personal resilience along the way.

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