

Import/Export Administrator

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Company: SF Recruitment

Location: Hinckley

Category: management

SF Recruitment are recruiting for an Import/Export Administrator to provide comprehensive administration support for the effective running of the customs operation.

This role is working 39 hours per week (Monday to Wednesday 7:30am 4:30pm, Thu 7:30am 4:00pm, Friday 7:00am 12:30pm) Hybrid working is available.

Key Responsibilities as the Import/Export Administrator

- Liaising with Shipping Agent, checking all details of import/export documents before shipments completed and reviewing information is correct i.e. commodity codes etc.
- Responsible for the review of import-export documentation, including submission of customs declarations, licences, permits and shipping records - Full adherence to HMRC Rules & Regulations, ensuring compliance to all site processes and procedures.
- Responsible for compiling import/export data on excel in preparation for the HMRC returns.
- Prioritising daily tasks to meet business needs.
- Responsible for daily administration tasks required to ensure compliance with HMRC Rules and Regulations and site.
- Help to manage key performance indicators (KPI's) to meet contractual terms and HMRC/AMS expectations.

Skills need for the Import/Export Administrator

- Understanding of Import/Exports
- Computer literacy.
- Organisational skills.
- Good communicator.

In return as the Import/Export Administrator you will be offered an attractive salary between £25,000-£30,000.

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