

Import/Export Administrator - Part Time

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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 part time where hours can be negotiated. Home 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 FTE.

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