

Letter of Credit Consultant

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Company: CIBT

Location: United Kingdom

Category: business-and-financial-operations

Join our team as a Letter of Credit Consultant in Hoddesdon, England!

Role & Responsibilities:

Handle the daily processing of Letter of Credit paperwork, including creating new and amending existing presentations

Ensuring document compliance

Presenting documents to the bank via courier

Liaising with customers, freight forwarders and banks to ensure documents are presented on time without discrepancies, while maintaining a high level of customer service

Ensuring that payment is made in accordance with payment terms and trade regulations.

Register all document requests on our internal database, keep the database up to date in the event of queries and complete files in a timely fashion once a job has been completed.

Send client invoices where customer procedure allows via email from the database

Qualifications & Skills:

1-2+ years of office experience

Strong attention to detail

Proactive and service-oriented mindset

Collaborative, team-player

Proficient in Microsoft Office Suite

Able to work in-office Monday - Friday from 8:30am - 5pm

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Cross References and Citations:

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