

## Trade Compliance and Logistics Administrator

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Company: Lufthansa Technik Landing Gear Services UK

Location: London

Category: other-general

### Tasks

The duties of the **Trade Compliance and Logistics Administrator** include:

Adhere to customs and international trade guidelines

Comply with UK-EU / ROW regulations and HMRC policies

Maintain accurate records for import/export transactions

Coordinate with LSPs and provide clearance instructions for shipments

Understand and apply import/export procedures and product classification

Verify and document CDSs & EADs for HMRC reports

Record and review freight, duty, and VAT invoices

Communicate with internal departments on compliance issues

Report service issues and compliance failures to manager promptly

Prepare commercial invoices

Arrange transport and manage delivery dates

Approve invoices from LSPs and customs brokers

Build strong relationships with suppliers, service providers, and internal teams

Possibly undergo export control training

## Requirements

The ideal **Trade Compliance and Logistics Administrator** should meet the following requirements:

Business Degree or Equivalent (Preferred)

Minimum of 1-2 years' administrative experience of working in a trade compliance / logistics environment with an understanding of Incoterms

Clear understanding of customs procedures and product classification

Dealing with Fast Parcel Operators / LSPs and working to strict deadlines

Knowledge of SAP an advantage

Experience in the aviation industry and landing gear services an advantage

Knowledge in EAR99 (Desirable)

Effective communication skills across all levels

Highly organized with attention to detail and administrative skills

Office environment, based in Hayes

Full time role

Hybrid working policy applicable

Potential travel required

Candidate must have the right to live and work in the UK unrestricted

Mandatory Training will be required

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