

Job Opportunity

Import/Export Manager

We are currently recruiting for an Import/Export Manager to join our Commercial department reporting into the Group Commercial Manager. This role is to support the wider business and provide advice by being the in-house expert on all aspects of import and export shipping

What will I be doing?

You will be fully responsible for the import/export function

Creating shipping paperwork (including Certificates of Origin) ensuring all documentation complies with current UK/International customs legislation and contract requirements.

Ensuring Company compliance with UK export controls, applying for licences and utilising ECJU advise services when required

Managing Company's customs authorisation (Inward Processing) and ensure all UK import/export customs special procedures are being utilising correctly (RGB/ATA/ Carnet etc)

Be point of contact for import/export shipping instructions and queries, both internally and externally and provide monthly validation of MSS report data against all imports/exports to ensure accuracy.

Liaising with third party logistics providers to arrange shipment of goods

You will be aiding the finance team to ensure all delivery, duty and VAT charges are correctly invoiced and paid on time.

Obtaining freight quotes to assist with tender process and ensure freight budget is maintained throughout the project life cycle.

You will be required to stay up to date on changes in UK and international trade legislation, including those relevant to Brexit and ensuring ongoing adherence to Customs regulations.

Drafting and updating QMS policies and procedures for import/export function

Maintaining import and export databases in line with HMRC record keeping requirements



What Qualifications & Skills do I need?

You must be degree educated with a sound knowledge of relevant import/export custom procedures and UK export processes with experience using SPIRE.

Strong commercial awareness with proven experience in a similar role with knowledge of INCOTERMS and experience shipping good under Letters of Credit.

Excellent organisational skills with the ability to work under pressure.

You will need to be an excellent communicator with the confidence to deal with colleagues at all levels of the business, understanding and explaining complex issues.

A general knowledge of engineering equipment would be advantageous for this role.

If you would like to apply for this position, please use our CV submission link on our website!