

Ideal Foods Ltd

Job Description



Name:

Reports to: Export Controller

Job Title: Export Administrator

Overall Purpose:

Assist the Export controller by Co-ordinating all exports and oversee and be responsible for preparing associated export documents.

Duties:

- Liaise with Sales Manager when requested to provide documentation for a truck export
- Liaise with Export Controller when requested to provide documentation to book a container
- Liaise with Freight forwarders/Brokers/Customs Clearance Agents to book and manage exports and co-ordinate export declarations and associated paperwork
- Prepare draft paperwork to be approved by Export Controller and approved by customer
- Access Netsuite and/or the cold store computer system to help prepare final documents
- Create the draft Health certificate and liaise with the cold store and Port Health in a timely manner to ensure document ready to go with associated load
- Liaise with Cornwall Chamber of Commerce to create Certificates of origin
- Create any other company specific export documentation as requested by Sales Team
- Liaise with Sales Manager and accounts department to ensure all monies in place before final documents are sent to customer
- Book courier companies including DHL for the sending of export documents and other paperwork/packages as required
- Keep up to date the export control document and each week send an update of current and future bookings
- Attend weekly sales meeting
- Provide full time holiday cover for the Export Controller
- **Please note that this list is not exhaustive and you may be required to perform any other task as requested by Sales Director**

Signed: _____

Date: _____

Manager Signed: _____

Date: _____