

# JOB VACANCY: EXPORT ADMINISTRATOR

We are recruiting for an Export Administrator to join our busy Shipping/Export Department based at our Head Office in Liverpool. We are looking for someone who is comfortable working autonomously at times and is experienced in carrying out a range of administrative duties to ensure an efficient and professional service is provided to all stakeholders.

**LOCATION:** Liverpool

**WORKING HOURS:** 43.75 hours per week, 07:45 - 17:00 Monday to Friday.

**CONTRACT TYPE:** Permanent

## KEY RESPONSIBILITIES:

- Preparation of export documentation and sales contracts
- Letter of Credit documentation
- Liaison with banks and other key stakeholders
- Dealing with queries from internal and external customers - worldwide
- Data input to our bespoke management system
- Compilation of reports as requested

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

- Applicants with knowledge of export/shipping activities is desirable, but full training will be provided
- IT literate with the ability to use a range of software packages including Microsoft Word, Excel and Outlook
- Excellent organisational, time management and communication skills
- Ability to prioritise tasks and work to tight deadlines
- Ability to develop good working relationships with colleagues, customers and business contacts
- Ability to adapt to changing demands and workloads, and to work effectively as part of a team
- Clear, effective communicator
- Ability to analyse data and deliver analytical reports to senior managers as necessary

## APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:  
Tatenda Dlamini, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

**POSTED:** MAY 2023.

**NO AGENCIES PLEASE.**