

**JOB OPPORTUNITY**

# FULL TIME EXPORTS ORDER & SHIPPING ADMINISTRATOR OLDHAM MANCHESTER

## JOB DESCRIPTION

### The Role:

To process Export sales orders, ensuring accuracy and customs protocol are followed, maintain customer files and provide assistance to clients.

### Duties:

- Processing Export orders to a high standard
- Answering customer queries
- Generating correct and precise documentation
- Liaising with freight forwarders
- Maintaining customer files

## EXPERIENCE

- Knowledge of customs process
- Knowledge of Letters of Credit and specific Export documentation
- Knowledge of CHIEF and CDS
- Knowledge of trade deals and CPC / Commodity Codes

## JOB TYPE

**Hours:** Monday to Friday, 09:00 - 17:00

**Supplementary pay types:** Attendance bonus

## HOW TO APPLY

Apply online at [www.polyflor.com/about-us/careers](http://www.polyflor.com/about-us/careers)

Call us for an application form on **0161 767 1111**

Email your CV to [careers@polyflor.com](mailto:careers@polyflor.com)

## CLOSING DATE

**12th April 2024**