

FULL TIME EXPORT SALES ADMINISTRATOR WHITEFIELD

JOB OPPORTUNITY

JOB DESCRIPTION

The Role:

Polyflor is currently seeking an Exports Sales Administrator or to join our Sales division in Royton. This is a fantastic opportunity for someone with experience in export sales admin

Duties:

- Process and manage international sales orders from start to finish
- Coordinate all export shipping documentation including commercial invoices, packing lists, certificates of origin, and bills of lading
- Liaise with freight forwarders, couriers, and customs agents to ensure timely and cost-effective delivery of goods
- Monitor and manage international shipments, providing updates to customers and internal teams
- Ensure compliance with international trade regulations, incoterms, and export control laws
- Support the sales team with quotes, lead times, and customer communication
- Maintain accurate records of shipments and sales transactions
- Work collaboratively with warehouse, production, and finance team

EXPERIENCE

- Proven experience in an export, logistics, or shipping administration role
- Strong knowledge of export documentation and international shipping procedures
- Familiarity with Incoterms, customs regulations, and trade compliance
- Excellent communication and customer service skills
- Strong attention to detail and ability to manage multiple tasks
- Proficient in Microsoft Office (Excel, Word, Outlook); experience with ERP systems is a plus
- Ability to work independently and as part of a team.

HOW TO APPLY

Apply online at
www.polyflor.com/about-us/careers

Call us for an application form on
0161 767 1111

Email your CV to
careers@polyflor.com

JOB TYPE

Hours: Monday – Friday, 09:00 – 17:00

CLOSING DATE

27th November 2026