

Import Coordinator

Paddock Wood



October 2018

We are looking for an Import Coordinator to join our busy Clearing Agent team, Fresh Clear; which is based in Paddock Wood, Kent.

Reporting to the Import Supervisor, our Import Coordinators are responsible for processing, checking and endorsing import documentation, which then allows us to gain the release of our fresh produce from relevant shipping lines.

Importing fresh produce from all over the world, containers can sometimes spend a few weeks in transit. As an Import Coordinator, you would communicate with our supply chain teams so they are kept in the loop about the estimated arrival times. Of course, things aren't always plain sailing and vessels can occasionally arrive earlier or later than anticipated, so it'll be up to you to factor in these unexpected changes. Once the produce arrives at the port, you'll also be responsible for liaising with approved haulers to collect the delivery and transport it to our depot, here at The Fresh Produce Centre.

To ensure we operate a compliant process, there are a number of government and local port health authorities that you would be required to interact with such as DEFRA and FERA. We also operate a number of specialist software packages in order to trace and request the release our goods, so you'll receive the relevant training on operating these too.

Key Skills

- The understanding and proven experience of working within a customs/clearance/imports role with the familiarity of government bodies and regulations regarding customs and excise.
- High levels of integrity and openness combined with a commitment to good governance and compliance with process.
- Excellent communication skills with the ability to influence others
- Commercial awareness with a dynamic and insightful approach
- An enquiring mind and passion for excellence and innovation in pursuit of success.
- Excellent knowledge of Microsoft Office programmes including Excel and MS Word.

Refer a friend and earn £250!

What else we can offer you:

- A competitive salary
- 25 days holiday per annum plus 8 days bank holidays
- Pension scheme
- Optional company share scheme
- Learning and development opportunities
- Free onsite parking
- Subsidised staff restaurant

The hours you would work:

Monday to Friday, 8am until 5pm (40 hours per week), to include on-call cover on a rota basis.

If this sounds like the opportunity for you please submit your CV to:

recruitment@thefreshproducecentre.co.uk

This position is being advertised by a direct employer, no agencies please.