

Export / Import Sales Administrator

Banner Chemicals, a 2M Group Company, are looking for an Import / Export Sales Administrator at our head office in Runcorn. The ideal applicant will have relevant experience with exporting and importing from and to the UK.

A positive attitude and confident communication skills are key attributes. The successful candidate will also be eager to develop and maintain excellent customer relations with key external contacts and customers as well as internal colleagues.

If successful, you will have the opportunity for further professional and personal development.

Key Responsibilities

- Responsibility for all aspects of export of goods including sales, customer service, legislation, and paperwork.
- Ensure compliance to legal requirements for exports and internal policies, and export procedures.
- Check export licence requirements and other legislation (excise, dual use, controlled) relating to our goods.
- Ensure compliance to all national and international regulations.
- Manage all communication with export authorities for all export destinations.
- Prepare all export documents within required timeframe and schedule cost and time efficient shipping activities.
- Monitor export sales transactions and review all customer responses for sales orders and payments.
- Resolve customer issues for export processes and procedures, collaborate with customers to ensure smooth functioning of our export processes and requirements.
- Maintain all export records for the business
- Design and implement all export strategies and activities in coordination with both Business Unit and Company requirements.
- Provide training where required for all aspects of export sales.
- Provide holiday cover for other employees involved with our export business activities.
- Assist with audits of the export process as required.

Additional duties may include assisting with imports. This will require some knowledge and experience of the following: (Training will be provided where necessary).

- Knowledge and understanding of incoterms.
- Knowledge and understanding of trade tariffs and other associated customs procedures.
- Assist with the management of incoming goods, including customs clearance and compliance to all legislation relating to our goods.



- Ensure all necessary supplier paperwork is obtained in a timely manner and readily accessible.
- Communicate in the relevant manner with customs agents, freight forwarders and hauliers regarding port arrivals and delivery of goods.
- Internal communication with our business sites regarding delivery of goods to site.
- Maintain all operational import records for the business.

Experience

- Degree in either a Science or Business (Desirable)
- Microsoft Office Skills (Essential)
- Knowledge of Sage ERP (Desirable)

Employment Details

Full-time / Permanent – Monday to Friday
Salary dependent on experience - highly competitive
Excellent benefits

Why join 2M Group of Companies?

The 2M Group of Companies is a privately-owned family of Life Sciences companies headquartered in the UK. The group supplies chemicals and offers technical knowledge worldwide for a range of industries including Personal Care, Household, Industrial and Institutional Care, Pharmaceuticals, Automotive, Aerospace, Oil & Gas and Water Utility industries.

How to apply

To apply for this role, please apply with an up-to-date CV to recruitment@2m-holdings.com detailing how your experience matches the requirement of the role.

www.bannerchemicals.com | info@bannerchemicals.com