



## Job Description

**Position:** Export Documentation & Business Support

**Location:** Liverpool

**Salary:** Dependent on experience

## Role

The main purpose of the role is to organise the movement of cargo in line with clients' requirements, ensuring all legislation and regulations are fully observed.

## Main Responsibilities

- Monitor and manage export documentation requirements for cargo movements from point of origin to destination.
- Ensure compliance with all appropriate legislation and regulations governing the movement of cargo and all documentation relevant to it.
- Maintain a high standard of professional and technical knowledge through training, teamwork and an awareness of market developments.
- Develop and maintain close working relationships with customers and provide regular communication to management of any action required, where appropriate.
- Comply with the Company's trading standards and conditions, including agreed accounting and credit control processes.
- Assist in the general management and administration of the Company or department through the prompt, accurate and efficient processing and recording of invoices and documentation: including timely resolution of enquiries and claims.
- Participate in out of hours duties or overtime, as requested and agreed by your line manager or Operations Manager.
- Arrange cargo marine insurance on behalf of customer where appropriate.
- Prompt notification to customers of cargo E.T.D. and actual arrival.
- Agree appropriate Customs Tariff Classification(s) with customer.
- Follow customer's specific instructions with respect to Customs clearance.
- Understand electronic links with UK Customs - e.g. CHIEF etc.
- Ensure Customs clearance is effected in a prompt and efficient manner and delivery completed with the minimum of delay.
- Ensure compliance with all appropriate legislation and regulations governing the movement of cargo and the documentation relevant to it.
- Understand and comply with requirements of various HMCE/Govt./Port controls for export movement of cargo - e.g. Tariff Classification, End Use, IPR, OPR, Drawback, NES, DTI Export Licensing etc.
- Prompt reporting of Health & Safety concerns to your line manager or Operations Manager as appropriate.
- Comply with all Company policies.
- Other duties as may reasonably be required of you by the management of the Company.

## How to apply

Please complete and submit the application form via [www.denholm-globallogistics.com/vacancies](http://www.denholm-globallogistics.com/vacancies).