



BARNWELL
THE SEAL OF APPROVAL

Export Sales Administrator / Coordinator / Clerk

Location: M Barnwell Services HQ - Birmingham (Smethwick)

Our Head Office, based in Birmingham (Smethwick) has an excellent opportunity for an Export Administrator / Coordinator / Clerk to join us on a permanent basis. This role will work closely with the Export Office Manager within the Sales structure to ensure sufficient supply of all required grades for the Export Department. You will also work closely with the Sales Team to ensure profitability, stretch growth targets, customer satisfaction and that all sales KPI's are met.

Your duties will include but not limited to:

- ❖ The receipt, processing & confirmation of export sales and invoices
- ❖ The issuance of export bills of lading, freight invoices, Ships manifests and information security
- ❖ Key account management - Responding to customer queries quickly and efficiently via telephone and email
- ❖ Arranging haulage with shipping lines/hauliers
- ❖ Processing incoming purchase orders which includes liaising with the sales team
- ❖ Arrange shipping goods through various methods via courier and Freight Forwarders
- ❖ Export procedures - raising the appropriate paperwork for export
- ❖ Review and produce documents in line with letters of credit
- ❖ Sage quotations
- ❖ Update CRM contacts database
- ❖ Raising Debit/Credit notes when required
- ❖ Certificate of Free Sale, Certificate of Origins, Certificate of Analysis when required
- ❖ Commission Forms
- ❖ Chase orders with production through to packing departments
- ❖ Sending out samples
- ❖ Collating various brochures to send out to customers and prospects
- ❖ Assist with registration documentation/Embassy
- ❖ Dealing with short shipments, customer complaints
- ❖ To assist in the expansion in both new and existing markets through proactivity
- ❖ To ensure profitability of new sales opportunities

Essential skills and experience:

- ❖ 1 Years office based experience
- ❖ Extremely organised, methodical and showing a real attention to detail
- ❖ Ability to prioritise workload and manage multiple projects
- ❖ Excellent communication skills - written / spoken / presenting
- ❖ Microsoft Office proficiency - Word / Excel / Publisher / Outlook
- ❖ Able to respond well to pressure
- ❖ Show drive and initiative for continual improvement
- ❖ Work well in a team and with a range of people, developing strong working relationships



Preferred skills and experience:

- ❖ Export legislation knowledge
- ❖ Experience in a similar role
- ❖ Experience of fluid sealing industry
- ❖ Have export experience involving shipments to global destinations and working with clear operating procedures
- ❖ Clean driving licence

Package:

You will be provided with the opportunity to join a successful and well-established company, with relevant training provided.

- ❖ Salary: £18,000 - £23,000 PA + Bonus + Pension
- ❖ Holiday: 20 days + bank holidays
- ❖ Hours: 9am to 5.30pm (37.5 hours per week)
- ❖ Lunch: One hour
- ❖ Parking: Free employee parking

If you have gained the relevant experience and are looking to develop your export career, then please apply