

HULL & HUMBER CHAMBER OF COMMERCE, INDUSTRY & SHIPPING

JOB DESCRIPTION

Job Title: Export Documentation Officer **Reports to:** Director of International Trade
Location: Hull **Department:** International

Salary: Competitive (Dependent on skills and experience)
Hours: 9am to 5pm (Monday to Friday)
Holiday: 24 days

PURPOSE OF JOB: Provide a high quality export documentation service to Chamber Members and customers.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be trained to become an 'authorised signatory' for certificates of origin. To be able to determine origin, closely check and issue certificates under the 'Preference' and 'Non-preference' EU rules of Origin and give advice to exporters.
2. Constantly checking for applications for export documents received by email and print.
3. Telephoning applicants to ensure all discrepancies on documents are resolved to ensure a same day turnaround and in time to meet postal deadline.
4. Data inputting details of documentation issued to deadlines.
5. Checking, assembling, processing and batching-up documents with 100% accuracy to meet courier deadlines.
6. Prepare for meetings on site, including setting up meeting rooms and preparing refreshments. Meet and greet visitors at all levels of seniority.
7. Write and update Standard Operating Procedures where necessary. Devise and maintain office systems, including hard copy and online filing, stock takes, stocks of promotional leaflets and organise new stock when needed. Create and maintain records for accounts, budgeting and contract puposes.
8. To ensure the Chamber's Health and Safety Policy is fully implemented by accepting personal responsibility for their own Health and Safety in accordance with Company requirements.

GENERAL:

The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibilities entailed.

TRAINING REQUIREMENTS

- Successful completion of online certification training programme within 60 days (attend the first available residential 2-day certification assessment).
- Workshop attendance, on job coaching and 1:1 tuition in: Incoterms; HMRC Tariff Classification and other relevant areas to provide underpinning knowledge for the role.
- Online certification and document platforms including e-zCert