

JOB DESCRIPTION

TITLE: Shipping Coordinator

Job Role:

To support the import process within the Buying department, dealing with all documentation pertaining to importation of products sourced from overseas. This is a highly critical role that requires an individual whose data entry skills are methodical and accurate. This is a full-time, permanent role.

Key responsibilities:

- Management of the necessary documentation for the efficient, cost effective and lawful execution of all import duties.
- Manage, organise and update relevant data, with speed and accuracy, using database application. File data and perform other routine clerical tasks.
- Type and word process various documents and electronic information; create statistical tools and reports using spread sheets and data bases.
- Communicate with import related authorities, customer and suppliers in all relevant countries, as necessary to ensure efficient and positive relations so as to enable the smooth operation of product importation
- Liaise with stock control, warehousing and distribution activities influenced by or reliant upon import activities
- Prepare and submit relevant administration in a timely and accurate manner, i.e.: shipping schedules, letters of credit, licences, declaration, routing, transport and safety documentation
- Liaise with other departments in order to establish and maintain effective and relevant import activities and support in relation to the organisations sales, purchasing and overall operating functions
- Maintain and share personal knowledge of all relevant import laws and procedures, tariff and duties, licences and restrictions
- Use personal judgement and initiative to develop effective and constructive solutions to challenges and obstacles in import activity and procedures
- Any other duties deemed necessary by the company for the successful completion of the role or for the benefit of the company

Person Specification:

Skills/knowledge

- Experience of Import Administration would be an advantage but not essential
- Good communicator at all levels
- Computer literate
- Ability to work well under pressure
- Able to prioritise own workload
- Ability to solve complex problem is critical
- Ability to multi task
- Working knowledge of Word, Excel, Outlook and databases. Knowledge of Critical Path software would be an advantage.
- Accurate at data inputting

Disposition

- Confident, positive attitude
- Flexible

Company Benefits:

- Competitive basic salary
- 25% shop discount
- 40% online discount
- Company sponsored healthcare scheme

About us:

Wilton Bradley are a well-established, family run, import and distribution company with a wealth of experience in sourcing goods from around the world, and in particular the Far East/mainland China. We are specialists in leisure goods and our various brand's cover surf/skate, water sports, wetsuits and dive gear, outdoor play and toys to name a few categories. We trade in the volume affordable end of the market but our brands are renowned for cutting edge design, quality and value for money. We have a highly talented in-house design and product

development team who are continually creating exciting and innovative material; we see brand and product development combined with efficient, highly productive and precise operational activity as a key to future success. Our customers range from; independent retailers, wholesalers, buying groups and major chain stores, including a rapidly expanding network of international distributors.

For Further Information:

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