

Position available: **IMPORT-EXPORT COORDINATOR**

Company: **Regal ED Limited** t/a First Multiple Trading

Job Type: **Full-time** (37.5 hours a week)

Pay: up to **£39,000 a year**

Job Description

- Coordinate the import and export of fruit and vegetables, ensuring timely delivery of perishable goods.
- Manage relationships with suppliers, transporters, and customs agents to ensure the smooth movement of goods across borders.
- Monitor inventory levels to anticipate import/export needs and avoid stockouts or overstock situations.
- Obtains orders from buyers and arranges payment by bill of exchange, letter of credit or other means.
- Monitor and control costs associated with import and export activities, including tariffs, taxes, and shipping fees.
- Arrange for transportation and storage of goods, selecting appropriate shipping methods (e.g., refrigerated containers) to preserve product freshness.
- Track and trace shipments to ensure timely delivery and manage any issues during transit.
- Oversee the quality control of incoming and outgoing shipments to ensure that all products meet company and regulatory standards.
- Ensure compliance with international trade regulations, including sanitary and phytosanitary standards, import/export permits, and customs regulations.
- Carries out customs clearance procedures for imports, arranges their storage and delivery and sells them personally or through a commodity broker.

Essential qualifications:

- NVQ Level 3 or equivalent
- Fluent knowledge of English, Bengali and Hindi
- Computer and communication skills

For more information you can contact us on regal.eduk@gmail.com

To apply, please send us your CV on regal.eduk@gmail.com