

## JOB DESCRIPTION

<b>Job Title:</b> International Trade Advisor	<b>Location:</b> Devere House
<b>Department:</b> International	<b>Reports to:</b> International Trade Director

<b>Salary:</b> £22k to £25k	(Dependent on skills and experience)
<b>Hours:</b> 8am to 4pm/9am to 5pm alternate months	(additional hours, as and when required)
<b>Holiday:</b> 25 days	<b>Pension:</b> Contributory

<p><b>Main function of job:</b> (Note: In addition to these functions employees are required to carry out such other duties as may reasonably be required)</p> <p>To provide documentation and administration support to the International Department.</p>
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<p><b>Supervisory responsibilities:</b> None</p>
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<p><b>Main Duties/Responsibilities:</b></p> <ol style="list-style-type: none"> <li>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' UK Rules of Origin and give advice to exporters over the telephone, by email and in person</li> <li>2. Receiving, checking and issuing incoming applications for export documents online</li> <li>3. Checking, assembling, processing and batching-up hard copy applications with 100% accuracy to meet service deadlines</li> <li>4. Communicating with applicants in a timely manner by telephone, email and in person to resolve discrepancies on documents</li> <li>5. Data inputting documents to the sales order management system during processing</li> <li>6. Prepare for meetings on site including setting-up meeting rooms and prepare refreshments. Meet and greet visitors at all levels of seniority</li> <li>9. Carry out a minimum of 20 business development phone calls each week, as a team activity to build relationships with clients and generate new business</li> <li>10. Log all referrals to partners' organisations including banks, sponsors, strategic partners and government agencies</li> </ol>
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11. Use social media daily to build the brand, grow followers, communicate with customers, share insights, trends and top tips
12. Create and maintain a professional LinkedIn profile
13. Provide occasional reception cover and other duties as and when required

**Training and CPD requirements:**

- Successful completion of online certification training programme within 60 days. (Attend the first available residential 2-day certification assessment)
- Becoming an authorised signatory for ATA Carnets, International Import Certificates, Foreign & Commonwealth documents within 6 months
- Workshop attendance, on the job coaching and 1:1 tuition in: Incoterms; HMRC Tariff Classification and other relevant areas to provide underpinning knowledge for the role
- Attend relevant industry webinars to keep your professional development continuous
- Online certification and document platforms including e-Cert
- Undertake appropriate social media training