



Import/Export Administrator

Location: Gravesend, Kent

Leading Edge Labels & Packaging is an award-winning state of the art UV Flexo Label & Film Printer based in Kent offering a wide range of innovative packaging solutions to large retail and blue-chip companies globally. We are looking for an individual to join us on a permanent basis, starting as soon as possible.

The Role

This role will provide administrative support in a busy office environment under the direction of our Finishing & Despatch Manager. It will require an organised, accurate and level headed individual to ensure that the daily functions are undertaken efficiently and effectively as distractions and interruptions can be frequent.

Main Objectives

- Tracking the progress of all outgoing deliveries; keeping customers updated with the ETA of their orders and updating the tracking record.
- Producing all required documentation for collections.
- Creating export forms.
- Generating Import forms for goods being delivered into us.
- Booking transport and scheduling delivery slots.
- Contacting customers to inform them of deliveries due in to them.
- Completing Groupage / Direct Schedule sheets for all collections.
- Maintaining weekly transport sheet.
- Issuing supporting paperwork for the Finance Team.
- Contacting hauliers for ETA's.
- Obtaining delivery costs from hauliers.
- Requesting EAN and T1 documentation.

We at Leading Edge Labels and Packaging are continuing to grow at an exciting pace and are looking for a motivated individual to take the business forward with us.

If you believe that you have the ideal skill-set for this role and are interested in joining a dynamic company who value their employees and invest in their future, please do not hesitate – apply today.