



International Trade and Customs Adviser

Salary: £18,000-£27,000 (£20,000-£30,000 FTE) per annum depending on experience

Operational Hours: 0900-1700 – **4 days per week (or 3 days part-time will be considered)**

Location: Manchester/Manchester airport with flexible working and remote working

Background

Greater Manchester Chamber of Commerce is the largest accredited chamber of commerce in the UK with circa 4,500 members. We are an award winning and leading business support organisation in the Greater Manchester region and beyond supporting businesses to thrive in both domestic and international markets. We pride themselves to be at the forefront of business support ensuring we offer affordable relevant services to our members and customers.

Our award-winning international trade team is an important pillar and aims to become “the go-to-International Trade Hub” in the North of England. We have been preparing for the changes that have resulted in the UK departure from the EU, expanding our service offering and opening new career opportunities for unique individuals who are keen to develop a successful career in International Trade.

The Chamber has been in existence for more than 225 years and we ensure that we adapt to the ever-changing business landscape, offering the right mix of flexibility and support to our members and customers. This role will give you a unique insight into different businesses and an exciting opportunity to develop your current skills and future career.

The Role

Are you a self-starter, pro-active with great attention to detail, who has a natural desire to learn and a strong commercial attitude to keep up with the ever-changing global trade landscape? If so, then this could be the ideal job for you.

Whilst having experience or knowledge of Customs Declarations, Export Documentation or other areas of International Trade will be an advantage, the successful candidate will be able to learn on the job as well as via training and CPD courses.

We are open to hear from individuals who have some experience and strong knowledge in the arena of International Trade, and/or skills which can easily transfer into building a long-term career. We offer career progression and development opportunities and a 4-day working week to support you to maintain a healthy work-life balance.

If you are excited by this opportunity and can demonstrate a commitment and go-getter attitude, then we would like to hear from you.

Main Duties and Responsibilities

- Deal effectively with enquiries and provide quality practical advice, support and guidance to clients and members regarding International Trade, Export Documentation, Customs Declarations, and other global growth services
- Effective and accurate processing of Customs Declaration services in line with UK and International regulations



- Support in the effective and accurate processing of Export Documentation Services (e.g., Certificate of Origins, ATA Carnets, Import Certificates etc)
- Provide effective support in the delivery of marketing activities to promote our International Trade and Customs related services and delivery of training and international events
- Provide effective support in growing our global business network by taking the lead in the management of key partnerships
- Lead and be responsible for growing some of our International Trade services (from trade promotion and training to trade facilitation)
- Conduct research and data analysis to aid business development and service delivery activities
- Lead and/or provide assistance in the management and delivery of funded aid and commercial projects.

Knowledge, Qualification and Experience

- Business and/or International Business-related Degree or equivalent experience
- At least 2 years' experience working in International Trade – from trade promotion, training or trade facilitation related services (e.g., market events management, market research, customs processes, etc)
- Excellent understanding of International Trade, especially import and export
- Excellent understanding of global trade and key changes impacting the way nations trade with each other
- Leadership ability, able to make an impact immediately
- Well-developed IT skills (Microsoft Office, CRM, Customs Declaration, financial systems)
- High energy and enthusiasm with strong commitment to exceed client expectations and good commercial acumen
- Excellent customer service and relationship building skills combined with planning, organisational and administrative skills
- Attention to detail

Desirable

- At least 1-year experience in completion of Customs Declarations will be a distinctive advantage
- At least 1-year experience working in processing Export Documentation such as Certificate of Origin, Movement Certificates, ATA Carnets
- Experience working in logistics
- Qualifications related to the delivery of Customs Declarations and/or Export Documentation
- Qualification or working experience in project/event management

Training

The successful candidate will be expected to complete specific training courses to fulfil their duties within 3-12 months in Customer Declaration, International Trade (full and half day courses), Export Documentation.



Greater Manchester
Chamber of Commerce

How to Apply?

To apply for this job, please submit your CV and Cover Letter explaining why you are an ideal candidate for this role by **5th March 2021 17:00 UK Time** to : pamela.pearson@gmchamber.co.uk

Due to the nature of this position, we can only accept candidates who have the right to work and live in the UK.