

Job Description

Job Title: Export and Membership Administrator

Reports to: Finance and Administration Manager

Date: February 2017

Main Purpose of Job

Administrator to support the busy membership and export documentation functions at the Chamber.

Responsibilities

- Process European Certificates of Origin, EUR1 and A.TR movement certificates arranging for the legalisation of these documents as required
- Process electronic documentation using TradeCert and i2i programmes
- Administration of Formal Undertakings
- Batch invoice export documentation
- Attend our monthly international events as required
- Prepare monthly documentation reports and graphs
- Keep documentation spreadsheets up-to-date and prepare monthly statistics
- Administration of Tate's Export Guide for Global members
- Maintain our database of Chamber members
- Open new member accounts
- Check non-member companies have been entered onto our database correctly
- Run monthly membership renewal invoices
- Admin support for our ISO quality accreditation.

Qualifications

- Computer literate

Skills and Behaviours

- Team working
- Written and verbal communication