

Certificate of Inspection (COI) Administrator

Introduction

This role is due to changes in organic regulation relating to the import and export of organic products as the result of Brexit. This directly relates to additional paperwork that will be required for the movement of goods amongst the UK, the EU and third countries so that they can be cleared by the customs clearance authorities at the relevant border. Full training will be given to the successful candidate.

Key responsibilities

- Support operators wishing to register as an exporter on the TRACES NT portal.
- Checking TRACES NT to validate operators for access to the portal.
- Liaising with operators to give advice on getting registered and guidance around exports.
- Checking and issuing COIs against the relevant shipping documents within a specific timeframe.
- Keeping abreast of any changes in organic regulations surrounding organic exports and the requirements relating to the issuing of COIs.
- Additional administrative tasks may be required in relation to the day to day running of the Organic Food Federation

Qualifications

- A minimum of 3 years administrative experience.
- Educated to A-Level.
- Previous experience working with imports and exports would be desirable.

Key skills

- Able to work in a busy office environment.
- Ability to prioritise workload to meet targets.
- Able to follow procedures and operate under own initiative.
- A team player with proven customer service experience.
- Must be IT literate and familiar with the full Microsoft Office Suite.
- Excellent written and verbal communicator.

Please apply to: info@orgfoodfed.com