

Shipping Administration Assistant

We are looking for an organised Shipping Administration Assistant to join our team in Elland, West Yorkshire. Working in a warehouse, the successful candidate will be responsible for all shipping, importing, and exporting of goods as well as managing all related documentation.

About Surfachem

Surfachem, a 2M Group Company, is a leading, global distributor of speciality chemicals. We distribute an extensive portfolio of speciality chemicals into a range of application areas, including our core markets - Personal care, Household, Institutional and Industrial care, and Pharmaceuticals. Working with industry-leading manufacturers, Surfachem acts as a synergistic link between our suppliers and customers to deliver chemistry for a better life. From start-ups to supermarkets and multinational brands, our ingredients are a fundamental part of your everyday routine.

What we offer

Job type: Full-time

Salary: Competitive

Work environment: Office-based

Location: Head Office – Elland, West Yorkshire

Work-life balance: Family friendly and flexible working hours, holiday allowance – 23 days on starting plus UK Bank holidays, companywide bonus scheme, casual dress Fridays.

Health & wellbeing: Free standard eye tests, family healthcare/private medical scheme, free fruit, tea, coffee and juice, free counselling app for all employees

Career progression: Study support and study leave for professional qualifications, excellent and genuine career progression opportunities, option to apply for the 2M Future Leaders' programme

Community and volunteering: A chance to be involved in our CSR initiative, the 2M STEM programme, volunteering with kids in schools, volunteer paid time off – 2 days per year

Key Responsibilities

- To ensure deliveries of exported goods are completed to customers' satisfaction in the most cost-effective manner.
- To prepare and ensure that all documentation and administration is appropriate and conforms to all regulations and requirements, including LC's and "banking" documents.
- To ensure colleagues are aware of any shipping-related specifics which may affect the business.
- To prepare freight quotations and in doing so, check package and pallet weights and dimensions.
- To prepare pro-forma invoices where required – for example: for SGS inspection.
- To negotiate with freight suppliers to ensure competitive rates and performance.
- To adhere to and effectively meet all departmental and individual targets without adversely jeopardising other areas of the business.
- To maintain all relevant computer records.
- To ensure imported goods are shipped and delivered to our satisfaction in the most cost-effective manner.

Skills, Qualifications & Experience

Essential

- Excellent negotiation skills
- Excellent communication skills
- IT Literate with experience of using Microsoft Word, Excel, and Outlook
- Able to work under pressure

Desirable

- Previous experience of shipping and customs
- Knowledge of the Chemical industry
- Knowledge or experience of export and Import procedures/legislation
- Previous knowledge of air / sea DG regulations