



## **JOB DESCRIPTION – Logistics Import Executive**

**Reporting to:** Logistics Import Team Leader  
**Location:** Avtrade Global HQ, Sayers Common, West Sussex

### **Function:**

To work as part of the Logistics team to ensure that all aspects of import function are handled in accordance with company procedures and meet all operational requirements. Provide a high quality of service to all Avtrade customers and departments in all aspects of the Logistics function.

### **Responsibilities:**

- To process and react to the urgency of all Import shipment variations to/from global customers, facilities and suppliers.
- Recognise and organise hazardous & oversized shipments in accordance with shipping constraints, negotiate cost effective shipment methods when required, utilising the Avtrade logistics network
- Provide import clearance instructions in accordance to the relevant adhering regulations
- Investigate & classify product commodity codes
- Identify, investigate and resolve all manner of import queries with commitment that the best solution was adopted and delivered.
- Assist and provide guidance on shipping documentation with regards to imports & exports to and from global locations
- Investigate, approve and resolve queries for freight accounting invoices.
- Obtain, audit, process Import Entry data recognising and logging errors accurately
- Assist where required with Import/Export, Data classification audit functions and actioning the most appropriate resolution for entry amendments
- Assist with the shipment of Export control goods, operational export compliance screening & forms. Provide advice on export control legislation and licences
- Assist when required with the organisation, allocation, monitoring of shipments and prioritisation of the day to day workload needs.
- Maintain and develop professional relationships with customers, suppliers and internal departments.
- Contribute ideas, and suggestions for improvement to assist with the development of all department functions to ensure continued improvement of the automation, accuracy and efficiency
- Assist when required with the provision, collation, analysis and ideas for department reports
- Assist with knowledge sharing and development of all peers within Avtrade where applicable.
- Assist the Logistics department / leadership and undertake other duties as required
- Support compliance and best practice in all areas of the company's business including company and legal regulations, policies and procedures. - Understand and adhere to export control regulations where relevant
- At all times act in the very best interests of the company maintaining required levels of professionalism and confidentiality



**Requirements for Executive Role:**

- Minimum 1 years' Logistics/Shipping/Import experience preferably gained in an aviation environment
- Minimum of 2 years administration experience gained within an office environment
- Knowledge of import and export procedures and controls desirable
- Educated to A-Level preferred
- Ability to work towards and exceed set targets and KPI's
- Passion to develop in depth knowledge and skills within Logistics
- Demonstrate good accuracy, attention to detail and numeracy skills
- Analytical thinker with ability to recognise, investigate, respond and solve problems
- Excellent Ability to multi-task prioritise and meet deadlines
- Strong organisation, time management and excellent administration skills
- Pro-active, Self-motivated and flexible with the ability to succeed in a busy environment
- Professional and confident telephone skills
- Ability to develop and maintain professional relationships with customers, suppliers and internal departments
- Excellent computer literacy, highly proficient in the use of Microsoft Office with some experience with Quantum and web-based Aircraft parts databases highly advantageous