

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. We can deliver worldwide to suit our customer's timescales; by rail, container or vessel, from small barges and coasters to any Panamax sized vessel. We have dedicated services available and our in-house shipping office will ensure all the relevant documentation is in place. This key department takes responsibility for all aspects of the export side of the business from the point at which a contract is agreed up to final payment.

Shipping Administrator:

The role will involve the preparation of shipping documents to high standards in order to meet letter of credit requirements. Candidates with previous letter of credit experience would be preferable, but not essential as training will be given. The ability to prioritise work loads to strict deadlines and have a good attention to detail is essential.

Requirements include:

- Dealing with a wide range of documents to support the export and shipping process of EMR Group.
- Pre-shipment inspection documentation – liaising with Inspection agents.
- Prioritising your own workload on a daily basis
- Provide high quality customer service to all clients ensuring effective and customer focused correspondence

The Person Spec:

- The ability to be meticulous and consistent with close attention to detail.
- Delivering high quality work to very strict deadlines; prioritising and managing expectations of internal and external stakeholders.
- Flexible and adaptable with a 'can do' attitude
- A team player with excellent verbal and written communication skills
- Computer skills - Microsoft Excel required
- Good organisational skills.
- Shipping experience preferred, but not essential.

Applicants should be organised, motivated individuals who can work to deadlines and be prepared to adapt according to business priorities.

Exceptional communication skills are required to effectively work with team members but also to assist customers and suppliers with any potential queries they may have.

Application:

Please apply to recruitment@emrgroup.com with an up to date CV and details of your current salary. Alternatively an application form can be requested by contacting the same Email address.

Our employees have helped build the organisation into the world leading recycling company it is today.