



Protexin®

EXPORT ADMINISTRATOR

ADM Protexin Ltd, Lopen Head, Somerset, TA13 5JH

As the world's population grows, so does demand for quality foods, feed ingredients for livestock, industrial products and alternative fuels. As one of the world's leading agricultural processors, ADM plays a pivotal role in meeting all of these needs. We produce the food ingredients, animal feeds and feed ingredients, biofuels and other products that manufacturers around the world use to provide a better life to millions of people around the globe. With more than 31,000 employees serving customers in more than 170 countries, a global value chain that includes 500 crop procurement locations, 270 ingredient manufacturing facilities, 44 innovation centers and the world's premier crop transportation network, we connect the harvest to the home. Learn more at www.adm.com.

ADM PROTEXIN LTD

ADM Protexin Ltd manufacture innovative, research based live bacteria products of the highest quality for the veterinary, human, agriculture and equine healthcare markets. With head office, manufacturing and distribution facilities based in Somerset, ADM Protexin distribute to over 90 countries worldwide. Learn more at www.protexin.com.

JOB DESCRIPTION

We have an exciting opportunity for an experienced Administrator to join our team based in Lopen Head, Somerset. You will be a key member of our Export Team who ship products to over 90 countries worldwide. To be successful in the role you must excellent levels of administration and customer service skills and have the desire to provide all customers with the highest level of service, providing professional and timely communications regarding orders and shipments, and responding to any queries that may arise.

- Accurate processing of international sales orders using the in-house computer system (IFS)
- Raising or applying for country specific certificates as required
- Acknowledging and ensuring the customer is kept up to date on the status of their order
- Planning and coordinating overseas shipments (including courier services) via freight forwarders/logistics companies, and deciding on the most appropriate mode of shipment with consideration to time and temperature sensitive goods



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- Creating and completing accurate shipping and commercial documentation (knowledge of Export Master would be beneficial but not essential) including letters of credit, bills of lading, certificates of origin, packing lists and commercial invoices
- Liaising with internal colleagues such as the Planning, Quality and Warehouse teams to gather required information
- Liaising externally with Government Sectors, Freight Forwarders, Banks etc to ensure the smooth processing of customer orders
- Supporting the wider Customer Services team at peak times and during holidays, including being the main cover for reception.

THE CANDIDATE

The successful candidate will possess the following:

- Strong administration and IT skills are essential, and previous export administration experience is desirable
- Excellent communication skills and experience of building relationships
- Strong written and verbal communication skills to communicate with customers and colleagues internationally
- High levels of attention to detail and strong organisation skills are essential

We are proud to be an equal opportunity workplace and value [diversity](#) at our company.

If you feel this job is for you, unlock your potential and apply now!

Please email your CV and covering letter to recruitment@protexin.com



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