



Job Title:	Trade and Compliance Co-Ordinator		
Position Type:	Permanent, Full Time	Location:	Melksham
Department:	Finance	Grade:	K
Job Description:			
Purpose of position:	The Trade Compliance Co-ordinator will be responsible for ensuring the day to day compliance of the organisation. Ensuring accuracy of Trade Compliance Data, such as HS codes, CoO, Valuation and Export Controls.		
Training / education:	<ul style="list-style-type: none"> • Previous experience within a multi-site international manufacturing environment. 		
Professional experience and / or qualifications:	<ul style="list-style-type: none"> • Understanding of International Transportation/Logistics/Customs Compliance/import/export regulations advantageous. 		
Additional skills and requirements (IT, languages, extensive travel, etc.):	<ul style="list-style-type: none"> • Willingness to learn and develop. • Analytical and attention to detail. • Good understanding of logistics processes in a manufacturing business. • Experience with SAP. • Knowledge of Trade Compliance topics. 		
Financial responsibility:	N/A		
Location and travel:	Based at Melksham primarily with requirement for occasional travel in UK and overseas.		
Responsibility for personnel:	N/A		
Indicative main responsibilities / duties (5-9 key outputs):			
<ul style="list-style-type: none"> • Co-ordinate with the Local Despatch Department to ascertain shipments available for processing. • Provide import/export clearance instructions to freight forwarders. • Support the export/import co-ordinators on daily activities. • Carry out HS Classification, CoO determination, Valuations, Export control classification. • Conduct compliance checks, i.e. MSS reviews, accuracy of customs entries. • Provide support to business functions on Trade Compliance matters and promote the function by active engagement. • Support Credit Controller day to day and cover the role as required. 			

Applying for this position:**By email:**

To apply by email, please send your CV and Covering Letter to: recruitment.resmlk@knorr-bremse.com.

Please include the '**Job Title**' in the email subject.

Please note that roles may close earlier than specified should we receive sufficient applications prior to the written closing date.