

## **Compliance Administrator**

**Team:** Supply Chain & Logistics  
**Working to:** Supply Chain Manger  
**Working with:** Supply Chain/Logistics and Finance Team

### **What does this role contribute to the Company?**

This new role will ensure Bloc Blinds is fully compliant with all customs procedures working closely with Supply Chain and Finance departments in all aspects of tracking movement of Import & Export goods.

Full training will be provided to understand in-house systems/processes.

### **What we will ask of you:**

You will be responsible for:

- Completion and submission of customs declarations on in-house software
- Ensuring compliance with all customs procedures
- Ensuring that the company operates within all agreed operational procedures
- Working closely with suppliers, transport agencies and carriers to ensure accuracy of information provided on customs declarations
- Maintaining appropriate paperwork required for all customs filings and declarations
- Responsible for maintaining and monitoring product commodity codes to ensure accurate classifications
- Any other administrative duties as requested by Line Manager

Ideally you will have experience of the following:

- 5 GCSE's at Grade C or above (including Math's & English) or equivalent level qualifications
- 2-3 years previous administration experience in a purchasing/logistics/shipping environment or experience with customs documentation
- Dynamic individual with a diverse skillset to implement new processes and procedures
- Excellent communicator and ability to work on own initiative
- Computer literate, proficient in MS office packages
- Possess strong attention to detail and be well organised
- Providing reports on a timely manner

And, as with all roles at Bloc Blinds, your flexibility and co-operation are both expected and appreciated.

### **What will we do for you?**

In return we offer a flexible approach to working hours, autonomy so you manage your own workload, and a friendly and supportive team to work with. The Company has ambitious plans for growth and is keen to build a team who can grow alongside the business, so there are



opportunities for development, coupled with the opportunity to work with one of the most innovative and passionate teams in the industry.