

Export Coordinator

- Expect challenges – forward thinking – personal & career growth – opportunity
- Coordinate, contribute & ensure effective delivery to our site export program
- Be mentored – step up & be involved in continuous improvement projects

Guide, communicate & support internal teams & track all phases of the export process to achieve business objectives & high performance.

Joining our Global operations at an opportune time, you'll gain a huge amount of learnings, exposure to export process and distribution, opportunity to contribute and be part of continuous improvement projects and playing a vital role in ensuring a robust export program that delivers best practise and successful day to day business objectives.

Working closely with our Export Team Leader, you'll coordinate export trafficking functions, data entry and document distribution tasks associated with customer export shipments, and coordinate efforts to ensure DIFOT is achieved through a smooth transition from sale to product delivery.

With a multitude of responsibilities a lot of your day will be around supporting and tracking the process including receiving documents, initiating the logging process, confirming the data received is in compliance with Customs regulations, processing documents in accordance with our customer and subsidiaries requirements, coordinating cargo availability and arranging pickup/delivery as well as coordinating the billing and approvals process. Naturally capable of communicating at all levels, you'll manage relationships with key internal stakeholders and external distribution networks and oversee the execution of the shipping schedule to global customers and subsidiaries, defining and prioritising goods to be loaded into shipping containers.

Energy, enthusiasm, strong decision making and problem solving skills and a willingness and drive to make things happen and deliver within strict and pressurised deadlines will be essential to your success. You'll be someone highly capable of adapting, managing change, learning new systems and operating in a well organised and systematic approach.

We're open to exploring highly motivated candidates with at least two years' experience in export logistics and shipping, international transportation and/or freight forwarding with an understanding of air and ocean exports and experience in container loading calculation. Tertiary qualifications in transportation and/or international logistics, knowledge in JDE or SAP and proficiency in MS Excel, reporting, data analysis and dashboards is ideal.

You can expect a culture of respect, diversity, support in learning and personal growth combined with exposure to challenging and exciting projects, exposure to global operations and opportunity for those with the right attitude and aptitude to step up and carve out your future career path. Along with a competitive base salary, we'll provide a car park, discounted meal options at our onsite café and Kiwisaver contributions.

Please send your application to Mel Pantelides, Recruitment Lead – melanie.pantelides@datamars.com and follow us on LinkedIn - <https://www.linkedin.com/company/datamars-sa>