



Person Specification – International Trade Administrator

	Essential	Desirable
Educational qualifications	<p>Good standard of education.</p> <p>GCSE English & Maths</p>	<p>International trade related qualifications</p> <p>NVQ Business Administration or GNVQ in related subject</p> <p>Institute of Export Certificate</p> <p>BCC Authorised Signatory</p>
Experience	<p>Past experience in a similar role</p>	<p>Experience of working in manufacturing export, import, logistics, documentary credits section within a bank or international department of a Chamber of Commerce</p> <p>Experience of handling electronic documentation, e.g. Banking, export software packages etc.</p>
Communication Skills	<p>Ability to obtain, analyse and present information.</p> <p>High standard of spoken and written English, excellent telephone and face to face communication skills</p> <p>Experienced in making presentations to small and large groups at all levels</p>	<p>Experienced PowerPoint user</p> <p>Experience of writing copy for publications, media and websites.</p> <p>Experience of working in a customer facing role</p>
Practical & intellectual skills	<p>Excellent computer skills; use of MS PowerPoint, Word, Excel and Outlook, databases, CRM systems</p> <p>Excellent organisational and time management skills</p>	<p>Minute taking</p> <p>Ability to create presentations using Microsoft PowerPoint</p>
Disposition & attitude	<p>Success driven and confident.</p> <p>Hardworking and adaptable to the needs of the department.</p> <p>Must be able to work unsupervised.</p> <p>Ability to establish rapport with diverse client groups and partners</p> <p>Must be able to work as a member of a team</p> <p>High level of personal presentation</p> <p>Willing to undertake training</p>	

Special knowledge		Knowledge of international trade Export processes and procedures Familiar with West & North Yorkshire
Physical or sensory	Good eye for detail Able to work outside of office hours as and when required	Must be car owner with a full driving licence