



Role Description	
Job title:	EMEA Export Coordinator
Reports to:	EMEA Export Team Leader
Location:	Rotterdam, Netherlands
Direct & Indirect Reports:	n/a
Overall Purpose:	<ul style="list-style-type: none"> • Process export/import shipping whilst providing a continuous high level of service to both our internal and external customers. • Work with colleagues in EMEA to organise, optimise and enhance the customer experience. • Support the EMEA Supply Chain function with daily operations.
Key Responsibilities:	<p>Value created through Supply Chain (cost)</p> <ul style="list-style-type: none"> • Process orders accurately on internal systems, from order receipt through to delivery in line with company processes and agreed timescales. • Take stock on a FIFO basis or agreed with Supply Chain team if not forecast. • Ensure Service Level Agreements with key suppliers and regional distributors are adhered to. • Use personal judgement and initiative to develop effective and constructive solutions to challenges and obstacles in import/export activity and procedures. <p>Working with others</p> <ul style="list-style-type: none"> • Work in partnership with the EMEA Supply Chain team. • Liaise with internal suppliers and 3PL's to ensure timely despatch of goods to meet customer delivery deadlines and agreed OTIF targets. Close liaison with ABV INC. on B2B orders. • Work closely with quality and regulatory teams to implement change in response to complaints or risks. • Liaise with suppliers and freight forwarders to ensure timely dispatch to meet customer delivery deadlines. <p>Performance</p>



	<ul style="list-style-type: none"> • Responsible for any export shipments assigned to the role. • Understand and simplify the complexity in delivering product to our EMEA customers. • Follow all procedures to meet AEO registration. • Ensure that export documentation is correct and complete to prevent customs delays. • Produce the agreed KPI measures in line with the operations reporting pack. • Maintain accurate product, contract, pricing and invoicing information.
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	<ul style="list-style-type: none"> • Ensure any mistakes, inaccuracies and discrepancies are highlighted, recorded, addressed and resolved. • Understanding of your individual role and responsibility (within the wider team) in delivering feed safety on behalf of ABF and identifying/acting on any issues that would compromise this obligation and/or the safety of the food chain. <p>Other responsibilities as and when necessary in supporting other AB Agri and ABF companies within EMEA.</p>
Budgetary Responsibility:	None

Person Profile	Essential or Desirable
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<p>Qualifications/ Experience:</p>	<ul style="list-style-type: none"> • Relevant professional qualification and/or suitable supply chain experience. • Have a detailed understanding of ERP systems and precision point or similar ERP system to be able to optimise reporting • Experience of working with Export documentation/incoterms/customs/letters of credit • Customs and international VAT experience would be an advantage. • Good analytical and problem solving skills • Proficient in IT skills including MS Office applications • Languages skills (Fluency in English is essential, proficiency in any of the following languages is also advantageous: Dutch, Russian, Chinese, Spanish, German, Italian or Arabic) 	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p>Key behaviours:</p>	<ul style="list-style-type: none"> • Good verbal, written and telephone communication • Able to perform in a demanding and customer focused working environment • Organised and confident with business administration skills • Maintains attention to detail and quality whilst remaining focused on the task. • Familiar with modern best practice methodology • Comfortable delivering to tight deadlines and operating within pressurised environments. • Willing to learn, improve and adapt. • Experience of working in small teams. • Experience of working in a multi-country organisation with individuals from a variety of cultures. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>



Other factors	Occasional travel to UK and Madrid required.	
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