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Visit us at www.roscom.co.uk to find out more about our approach.

JOB DESCRIPTION

COMPANY	ROSCOM Ltd	LOCATION	Derby
REPORTING TO	TBA	VERSION #	1.1
JOB REF	Shipping Specialist	DATE	August 2010

ROLE OBJECTIVES

To deliver company product to the desired destination in accordance with import/export legislation in the time frame required.

To create, manage and maintain all records relating to shipping in accordance with government legislation and company policy.

To give clear understanding to the business in planning forthcoming shipments. To educate the business in understanding the requirements and timeframe regarding door to door deliveries both for one way shipments and return temporary imports for short term services.

ROLE AND RESPONSIBILITIES

Forward planning:

Liaise with sales and marketing to establish forthcoming shipping requirements to ensure a proactive response is applied.

Look at Roscom's worldwide customer footprint and create and maintain a portfolio of requirements for each territory we trade in so that additional parts or replacement parts can be shipped without delay with full up-front knowledge of the country/area requirements.

Constantly look at improving cost efficiency within the area of shipping and providing positive feedback on areas for improvement.

Keep information fresh and up to date by liaising with government bodies and other parties where current information is available.

Advise on required training as applicable.

Learn product knowledge on weights and measures and best practice to ensure the most simplistic method for packaging can be applied to aid shipping into countries.

Help create a standard for shipping 'off the shelf' service kit to enable the quickest and simplest method to get a shipment out and returned back to the UK.

Establish a good working relationship with carriers and customs representatives to aid better shipping.

Documentation:

Handle all legislation documentation in accordance to territory requirements.

Produce Customs Invoices and handle release notes/packing lists.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Be able to provide a good proven working knowledge of shipping and logistic experience.

Show evidence of training, demonstrating that skills are valid and up to date (preferably from a recognised organisation).

PREFERRED SKILLS

Good IT skills in MS office packages.

Excellent interaction skills both internally within the office and dealing with different external cultures.

Good attention to detail, organization and housekeeping skills.

ADDITIONAL NOTES