

|                      |                                |
|----------------------|--------------------------------|
| Job Title:           | Exports Coordinator            |
| Location:            | Aberdeen                       |
| Responsible To:      | Group Trade Compliance Manager |
| Direct Reports:      | N/A                            |
| Review Date & Rev No | September 2024, rev 2          |

|                              |   |
|------------------------------|---|
| Purpose of Job:              | The role of the Exports Coordinator is to process the shipments of export orders to International customers and stock shipments to International Branches and import orders to the UK, in an efficient, effective, compliant and professional manner taking into account the Company's ISO 9001 certified procedures, agreed Freight Terms and customer requirements and in accordance with export and import legislation. Full adherence to and understanding of company procedures to ensure trade compliance, export controls and compliance with customs and HMRC legislation.  |
| Key Areas of Responsibility: | <p>The main responsibilities of the role are:</p> <p><b>Export and Import Shipments</b></p> <ul style="list-style-type: none"> <li>To ensure full compliance and understanding of all department related processes and procedures</li> <li>To accurately and timely process shipping paperwork for a shipment to each destination, including shipments to the UK Continental Shelf and stock shipments to Hydrasun International Branches, in accordance with the requirements of the Customer and Customs Authorities</li> <li>To process import shipments in accordance with Hydrasun and Customs requirements</li> <li>To obtain Certificates of Origin and Export Licences</li> <li>To co-ordinate collection of the goods by the Hydrasun or Customer designated Freight Forwarder</li> <li>To obtain and file proof of export in timely and accurate manner</li> <li>Update of Export/Import management system with all shipments</li> <li>Timely response to queries in the shared inboxes</li> <li>Where Hydrasun is responsible for shipping the goods determine the most appropriate freight method (courier, air freight, consolidated road / sea freight, etc.)</li> <li>Select Freight Forwarder / Courier from approved Hydrasun vendor list and seek competitive quotations or use agreed contract prices</li> </ul> <p><b>Trade Compliance</b></p> <ul style="list-style-type: none"> <li>Ensure Trade Compliance by following company procedures and controls to prevent breaches of any international trade sanctions</li> <li>Classify goods with customs tariff codes where required</li> <li>Involvement in the trade screening processes</li> </ul> |

|                                 |  |   |
|---------------------------------|--|---|
|                                 | <b>Continuous Improvement/Personal Development</b> <ul style="list-style-type: none"> <li>To adhere to the procedures as laid down by the HSE Management System and Quality Management System</li> <li>To adhere to the procedures as laid down by the Human Resource Management System and to take an active part in the Performance Management Process and the Competence and Training Programme</li> <li>To adhere to any duty rota which may be in force</li> <li>To put forward any suggestions for improvements to the Management team</li> <li>To attend formal Team Briefings when requested in your own time</li> <li>To be a team member and actively promote communication and information sharing</li> </ul> |   |
| Interfaces (Internal/External): | <p>Internal: Group Trade Compliance Manager, Supply Chain Director, Purchasing Manager, Sales Managers, Branch Managers, Hydrasun Support Departments, Finance Department.</p> <p>External: Hydrasun Agents / Partners, Suppliers, Freight Forwarder Representatives, Customs Authorities, Government Bodies, Chamber of Commerce, the Institute of Export.</p>  |   |
| Experience Required:            | <i>Essential</i>   | <i>Desirable</i>  |
|                                 | <p>Communication with both Internal and External Stakeholders</p> <p>A good understanding of Business Systems</p> <p>Handling paperwork</p> <p>Experience in fast paced, high accuracy environment.</p>  | Prior experience in a similar role.   |
| Skills/Training Competences:    | <i>Essential</i>   | <i>Desirable</i>  |
|                                 | <p>Exceptional customer focus</p> <p>Good written and verbal communications skills</p> <p>Team Player</p> <p>Computer Literate</p> <p>Good motivation</p> <p>Attention to details</p> <p>Ability to prioritise, work under pressure and multitask</p>  | <p>Knowledge &amp; Understanding of Export Shipping Documentation</p> <p>Experience in a logistics role</p> |

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Capitals ( )

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Capitals ( )