**Shipping Administrator - (12-month Fixed Term Contract)**

**H+S Aviation, Portsmouth**

***To provide a comprehensive, pro-active and responsive service in all aspects of Shipping and Compliance administration to ensure H+S Aviation complies with all current legislation, regulations and best practice.***

**H+S Aviation – what do we do?**

H+S Aviation and sister company, Dallas Airmotive, are OEM-certified and dedicated to providing maintenance, repair and overhaul services for small gas turbine and turbofan engines used in aviation.

Do you want a flexible working life where you can juggle your work and home life equally? Our working week is 37 hours, and we are happy to adapt to your personal needs to make this work for you and us. Our flexible working banking system will give you the control you need! We treat all our employees fairly, equitably and with respect, we like to look after our employees at H+S Aviation, we offer you our perks discount scheme for hundreds of retailers and wellbeing support for you and your family 24 hours a day. Our Pension schemes means we will match your contributions up to 7.5%, plus we have a subsidised canteen on site, free parking and electric car charging points. If you travel into work using an annual travel pass, we can help you spread the cost of this, whether train, bus, hovercraft or ferry.

**Job Purpose**

To support the Shipping and Compliance function in the provision of an effective, efficient and responsive service to H+S Aviation and their customers and stakeholders.

**About the Role:**

* Maintain all records in accordance to Export Compliance Office requirements
* Creating of import clearance instructions.
* Communicating with freight forwarders.
* Creating of export documents.
* Auditing of records for customs and export control purposes.
* Assisting with preparation for yearly exports audits.
* Provide administration support to the Shipping and Compliance teams.
* Provide cover in staff absence.
* Process import declarations through duty management system.
* Process scrap requests via customs.

**What we want to see from you!**

1. Excellent data input skills
2. Conscientious, analytical & detail-focused
3. Thorough, methodical approach
4. Intermediate knowledge of Excel
5. Knowledge of import and export administration
6. Experience within a similar or a shipping background would be an advantage

**Interested in joining us… What’s next?**

Interested in joining us… What’s next? – To apply for the Shipping Administrator Role, please send your CV and cover letter to [recruit@bbaaviation.com](mailto:recruit@bbaaviation.com) by Friday 20th December. *By applying for this role and/or submitting your CV, you are agreeing to the use of your personal data as detailed In your candidate privacy notice which can be found at* [*https://www.bbaaviation.com/~/media/Files/B/Bba-Aviation/documents/privacy-policy/candidate-privacy-notice-bba-aviation-8-may-2019.pdf*](https://www.bbaaviation.com/~/media/Files/B/Bba-Aviation/documents/privacy-policy/candidate-privacy-notice-bba-aviation-8-may-2019.pdf)*. Please take a few moments to read our candidate privacy notice prior to applying.*