



Export Documentation Administrator

We are a Meat Export trading company with the head office situated in Erina NSW and we are looking to employ an experienced Export professional, preferably with experience in the meat industry. We are looking for a person who can hit the ground running working as part of our vibrant team. This person needs to have an exceptional attention to detail, be able to prioritise and work independently in a fast-paced office driven by deadlines.

Main job functions would be;

- Order entry and co ordinating order schedules
- Manage export shipping/logistic operations within required contract terms
- Liaising with customers, suppliers, transport & shipping companies with regards to loading & booking of orders
- Managing stock
- Supplier and customer order reports

Additional support would be required when needed to assist with the below duties as well.

- Preparation of general export documentation including issuance of EDNs and forwarding instructions
- Creation of export documentation including, invoices, packing lists, insurance certificates, certificates of origin, bills of lading, health and halal certificates. All created in a software system BSM, experience with this system would be an advantage.
- General clerical duties including answering phones, filing, arranging courier bags, checking and coding creditor invoices and bills of lading.

Attributes required;

- Ability to multitask, work within a team and independently in a fast-paced office.
- Attention to detail
- Ability to work to deadlines

If you meet the above criteria and have the desired experience, please forward your resume along with a covering letter briefly outlining how you meet our requirements to email :

shipping@stellafds.com.au