

## Junior Export Officer

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Company: Page Personnel

Location: Zaventem

Category: other-general

As an Junior Export Officer, you will play a pivotal role in ensuring the smooth execution of export operations, managing international shipments, and maintaining compliance with regulations.

### Tasks:

Coordinate export activities, including documentation, customs clearance, and cargo consolidation.

Communicate effectively with clients, carriers, and agents to ensure timely delivery and resolve any issues.

Prepare and review shipping documents, including commercial invoices, packing lists, and export declarations, in compliance with international regulations.

Collaborate with internal departments to optimise logistics processes and enhance customer satisfaction.

Stay up-to-date with industry trends, regulations, and best practices to ensure compliance and efficiency.

Provide exceptional customer service by addressing inquiries and providing accurate information regarding shipment status and delivery schedules.

We are looking for a Junior Export Officer :

Fluency in English, both written and verbal, is essential. Dutch or French is a plus.

Previous experience in admin is preferred.

Strong attention to detail and organisational skills.

Excellent communication and interpersonal abilities.

Proficiency in relevant software applications (e.g., Microsoft Office, logistics management systems).

Ability to work effectively in a fast-paced environment and prioritise tasks efficiently.

Commercial mindset

Our client offers a challenging junior position in a dynamic work environment

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