



## Commodity Logistics and Shipping Administrator

Established in 1794, Henry Bath is a world leading storage and logistics provider specialising in the storage and shipping of Exchange-traded metals and soft commodities around the globe. Henry Bath is a founding member of the London Metal Exchange and is licensed by the world's premier commodity exchanges, including LME, ICE and CME to issue Exchange-Traded Warrants for metals and commodities.

### Overview of Position

The role is a full-time permanent position based in Liverpool, as our Commodity Logistics & Shipping Administrator you will report directly to the Logistics and Shipping Manager, and you will be responsible for conducting the day-to-day administration of all logistics and warehousing activity and documentation for the Company's operations in Liverpool, Rotterdam and Antwerp.

These operations principally deal with base metals and soft commodity (cocoa) product lines. The role involves daily contact with customers, port authorities, shipping lines, trucking companies, customs agents, the Liverpool warehouse team and other inter-departmental colleagues. You will continuously manage and update the administration in the Company's IT systems as well as external IT systems for the relevant commodity exchange markets.

There may be occasions when the role is required to lend administrative support from Liverpool to the Company's overseas offices to optimise workloads.

### What would you do as our Commodity Logistics & Shipping Administrator

#### Main Duties:

- Raising sales invoices
- Checking and authorising all incoming purchase invoices for the logistic & shipping department relating to receipt and delivery job activity
- Chasing overdue debtors with customers where necessary

#### Other Duties:

- Dealing with all customer interactions quickly, accurately and in a friendly professional manner
- Customer releases, stock reporting
- Quoting customers for transport & shipping rates
- Booking freight and transportation with shipping lines, freight forwarders and transportation companies
- Completing Customs formalities and entries
- Checking inbound paperwork for accuracy and conformity
- Reporting of stocks to customers and Exchanges

- Administering the lotting in, and delivery out of, stock from the Company's and Exchange's IT systems
- Daily communication with the Warehouse operations team to plan and organise the receipt and delivery of shipments to and from the Liverpool warehouse
- Supporting the wider team as required with administration duties within the broad remit of the role

### **Who you are**

You are responsible with a good work ethic and have a flexible approach to work in a global organisation. You are a team player with excellent customer service skills in logistics and have proven experience in shipping terminology and practices. Having the incentive and initiative to develop both current and future relations.

### **Experience & Skills**

- Strong knowledge of processing sales and purchase invoices
- Logistics or shipping experience
- Basic knowledge of European Customs regulations including customs and AEO regulations
- Strong communication skills – oral, listening and written
- Ability to work independently, proactively and with minimal supervision
- Good knowledge of Microsoft Office and Excel
- Highly organised and attention to detail
- Proactive problem-solving and analytical skills
- Ability to make rational commercial decisions

### **Rewards & Benefits**

- Hybrid Working
- Competitive salary
- 27 days holiday + public holidays
- Private healthcare (including direct family)
- Life and Group Income Assurance
- Up to 12% pension contribution
- Annual Discretionary Bonus

### **Who we are**

We are a diverse organisation who welcome different perspectives helping create an inclusive and forward-thinking culture across the globe with entities in the UK, Netherlands, Belgium, United States, Singapore and China.