

Devon Chamber of Commerce

Job Description

Title: International Trade Manager

Reporting to: Head of Operations

Function: The International Trade Manager will manage the International Trade Service providing a full documentation service, International Trade advice alongside the training and events function which includes The Devon International Trade Forum. Reporting to the Head of Operations, the post holder will be responsible for two part time document controllers ensuring the service provided meets accreditation standard.

The Manager will have primary responsibility of liaising with The Department for International Trade ensuring full delivery of any project work is completed satisfactorily.

Activities: The IT Manager will be responsible for organising and delivering documentation services 5 days per week. Most of this work will be reactive to members and other businesses contacting the Chamber to provide them with documents. The post holder will need to be pro-active and resourceful in keeping in touch with customers who utilise the Chamber's Services and also any others that can potentially refer documentation customers, such as DIT advisers.

The Chamber also organises training for exporters and therefore it will be the responsibility of the post holder to identify member needs, source potential training venues and trainers to deliver it. This will coincide with the delivery of The Devon International Trade Forum and the platform of events associated with this group.

There is an expectation from the IT Manager to collect data from the membership covering markets, sectors and value of documentation to assist with the delivery of a Quarterly Economic report feeding into the BCC.

Skills and Experience: The IT Manager is likely to have some experience and knowledge gained in either an export department of an agency/company providing International Trade Services and qualified to diploma level. Well organised and industrious, the post holder will need to have good administrative and organisational skills. Ideally the candidate will have experience of administering export documentation however training will be provided for the right candidate if this criteria isn't met.

The IT Manager will be commercially minded and take ownership of the budget for this department, it is therefore expected that the candidate will have flair and drive to deliver this.

Terms and Conditions: The post is full time (37.5 hours) per week but a flexible approach to hours will be required as there will be some out of hours work
Salary is between £20k - £25k depending on experience

December 2016