



Export Administrator

The Cable Services Group is long established and the market leading specialist cable, electrical jointing/termination and accessory distributor in the UK. We are committed to providing and delivering unrivalled quality service to all customers. We are recruiting at our international division at our head office in Wrexham.

For this roll, a positive attitude and confident communication skills are key attributes. The successful candidate will also be eager to develop and maintain excellent customer relations with key external contacts and customers as well as internal colleagues.

You must have proven internal sales experience, ideally, working in a similar role. You will be working as part of a team. Your primary functions will include handling sales calls and email enquiries and quoting the customer in a timely manner, also processing customer orders, dealing with customer queries and supporting the Export Sales Manager.

If successful, you will have the opportunity for further professional and personal development.

Key Responsibilities

- Responsibility for all aspects of export of goods including sales, customer service, legislation, INCOTERMS and paperwork.
- Check export licence requirements and other legislation (excise, dual use, controlled) relating to our goods.
- Manage all communication with exporter for all export destinations.
- Prepare all export documents within required timeframe and schedule cost and time efficient shipping activities.
- Monitor export sales transactions and review all customer responses for sales orders and payments.
- Resolve customer issues for export processes and procedures, collaborate with

customers to ensure smooth functioning of our export processes and requirements.

- Maintain all export records for the business
- Provide holiday cover for other employees involved with our export business activities.
- Assist with audits of the export process as required.

How to apply

To apply for this role, please send an up-to-date CV detailing how your experience matches the requirement of the role to:

Bob Hughes

Export Sales Manager

b.hughes@cableservices.co.uk

Closing date: 20th June 2025