

Company	OMEX Agrifluids Ltd.
Main Site	Saddlebow Road
Job Title	Import Administrator
Contract Terms	Full Time, Permanent

OMEX

OMEX is the market leader in liquid fertilisers in the UK and Ireland, manufacturing and exporting a unique range of plant nutrients and crop health promoters nationally and internationally.

Key Responsibilities

- To organise the importation freight arrangements for raw materials (national & international)
- Manage changing schedules
- Processing of all import documentation - receive, file and distribute documents as required (receive shipping documents by email/ post, create folders on SharePoint and file under appropriate headings)
- Processing UK customer sales information, including dispatch & sales invoicing
- Raise company purchase orders
- Update and maintain the HMRC plastic packaging database
- Review all plastic packaging documentation for incoming and outgoing shipments to ensure all entered customs/ plastic – and waste packing information is correct
- Complete the HMRC plastic packaging records and paperwork checklist to ensure compliance is met.
- Covering for the Logistics/Production during holidays and absence
- Health and safety- actively promote safety on all sites and be willing to challenge non-compliance.
- Other duties- any other duties as reasonably required.

Qualifications, Skills and Experience

- Excellent verbal and written communication skills
- Excellent computer skills, including MS office applications (Excel & Word) – Essential
- Meticulous attention to detail
- Well organised team player who can organise own workload and be able to work under own initiative
- Ability to work under pressure to achieve strict deadlines
- The post holder should fully embrace the OMEX Vision & Values (see below).

Vision

Our vision is to optimise life's essentials- **food, energy and water**- so people and planet can thrive for generations to come.

We do this through cutting edge, science-driven solutions that nourish soils and crops, power cleaner energy and purify water- turning vital resources into resilient systems to ensure we can all flourish in a changing world.

OMEX: Optimising Life's Essentials

Values	
Embrace the challenge. See the opportunity.	<p>Every challenge holds an opportunity.</p> <p>Guided by curiosity, agility and a can-do mindset, we navigate obstacles and turn problems into progress- finding smarter, stronger ways forward when it matters the most.</p>
Do the right thing. Always.	<p>We put people and planet first.</p> <p>Acting with integrity, empathy and respect- even when it's hard- is how we earn trust and build lasting relationships.</p>
Be in it for the long term.	<p>The best results come from lasting relationships.</p> <p>We think beyond the quick win, make decisions for the long term, and invest in trust to create value that endures.</p>
Roll up your sleeves & pursue excellence	<p>We're all in and committed to quality.</p> <p>We bring energy, passion and high standards to everything we do. By giving our best, we deliver excellence that helps our world thrive.</p>
Grow together, whatever the weather.	<p>Storms pass, but strong partnerships endure.</p> <p>We learn continuously, work as a team, and grow stronger together through challenge and change.</p>