

## **International Business Administrator**

The Chamber of Commerce East Lancashire provides business support services into the wider business community, with specific emphasis on companies gaining new markets, increasing sales and reducing costs.

An excellent opportunity has arisen to play an important support role within the International Business Department. This position is an exceptional opportunity for a person who wishes to pursue a career within a multifunctional and dynamic organisation within an International field.

This role is to provide effective and comprehensive administrative support within the International Business Department:

- Assist with the marketing and communications of the department
- Organise and provide support for local seminars
- Use IT systems to produce high quality documentation
- Ensure data systems are up to date and accurate
- Provide clerical support e.g. filing, photocopying, mailing etc
- Maintain computerised and manual systems for recording, storing, monitoring, retrieving information and for producing reports
- Assist in producing market research for local companies

### **Essential to this role is:**

- The ability to communicate with enthusiasm clearly and courteously, both verbally and in written format
- Creativeness, passion, vision and the ability to think outside the box
- The understanding in the use of social media in the business environment
- The ability to work co-operatively with others and support the whole team
- The ability to follow verbal and written instructions and procedures
- Experience of dealing with a range of customers on telephone and in person
- Strong administration skills and attention to detail
- The ability to use Microsoft Office and desk top publishing applications
- Knowledge of imports and exports would be a desirable
- Desirable to hold a driving licence and have a reliable vehicle suitable for business purposes

Full on the job training will be given to the successful applicant. The Chamber of Commerce is committed to continuous professional development through mentoring and guidance.

Closing date: 19<sup>th</sup> July 2019

Download an application form from: <https://bit.ly/2ZBYgjU>