



JOB DESCRIPTION

JOB TITLE	Documentary Coordinator
LOCATION	London
DEPARTMENT	Documentary Operations
REPORTS TO	Documentary Operations Manager

Background

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. With a global network of suppliers we provide services for all aspects of international trading, including marketing, logistics, finance and after sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers' success. For suppliers, we offer a secure and valuable channel into alternative markets and place goods advantageously with competitive pricing.

Overview

To support and assist within the Documentary Operations Team, ensuring contracts are executed in an efficient and timely manner.

Key deliverables (Essential duties and responsibilities)

- To ensure contract files are received from Trading Team in good order
- To ensure Documentary Instructions / Shipping Instructions are issued in a timely manner and in accordance with relevant Incoterm; FOB, CIF, CFR, FCA etc.
- To co-ordinate with customers and suppliers world-wide; ensuring goods are expedited and shipped on time and in the correct manner
- To be able to enter details into our SAP B1 computer system
- To review and assist with updating of M files and transfer over to archive
- To assist with scanning and Archiving old files to M files on regular basis
- Update SAP with vessel discharge dates
- To understand documentary requirements for different countries, including Legalization / Certification / Conformity Certificates
- To provide documents to customers in a timely manner, which include, Invoice, Bills of Lading, Certificate of Origin, Insurance Certificate, Packing List, Certificate of Analysis
- To present documents to Bank for payment under Letters of Credit and Documentary Collection basis
- Constant liaison between suppliers, buyers, traders
- To monitor shipments and provide regular updates to customers
- Proactively follow-up on all requests and queries in a timely manner
- To check and pass suppliers invoices to Accounts department for payment



- To have a basic knowledge of Letters of Credit and how they operate
- Ensure customer's receive a high level of service
- To maintain and improve the working relationship with the relevant departments and to build up the sense of teamwork within Longulf
- To liaise with suppliers and customers throughout the documentation process to ensure that client needs are being met and that Longulf is seen to be meeting them.

Please note: The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

Core competencies of required for to perform effective in this role

- **Job knowledge:** Demonstrates a thorough understanding of the responsibilities specific to the job, as well as the ongoing capacity to stay abreast of changes in job functions.
- **Interpersonal/Communications skills:** Demonstrates the ability to work cooperatively and effectively with other employees. Maintain good work relationships both internally and externally and has the ability to work productively as a team.
- **Problem solving skills:** Demonstrates the ability to use creativity, reasoning, past experience, information and available resources to resolve issues.
- **Compliance:** Promotes and encourages a culture of compliance and ethics throughout Longulf Trading (UK).
- **Situation Judgment:** Demonstrates the ability to make good decisions about what should be done given a specific situation. Thinks carefully before taking action and behaves appropriately for the circumstances.
- **Leadership:** Takes responsibility for actions, decisions, and outcomes. Can confidently take the lead role on a team, if and when necessary.

Requirements

- 2 – 3 years' experience ideally in Commodities.
- Ability to understand Contracts and INCOTERMS.
- Good communication skills both written and verbally.
- Ability to multitask.
- Very good attention to detail.
- Flexible attitude.
- Good computer and information technology skills.
- Highly organized with an aptitude for problem solving.
- Strong team player and is able to take responsibility.
- Will fit in well with our multicultural environment.

**Closing date**

Friday 26 February 2021.

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application to recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.

Application should include your CV and a covering letter stating how you meet each requirement. You should also include a statement as to why you believe you are suitable for the role. Due to the need to fill this role swiftly, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

Interview Process

We will, having reviewed applications on a rolling basis, seek to conduct interviews with candidates via online interviews (Zoom, Teams etc.) as sadly at this stage physical interviews are impossible.

In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy/>