



A Market leader in Natural Healthcare

G.R. Lane Health Products Limited, is a family owned well established manufacturing business based in Gloucester. The company is a market leader in the natural healthcare field with a broad range of branded healthcare products, which combine the elements of science and nature.

The company are now seeking an Export Sales Administrator – To carry out Export order processing, and completion of documentation and procedures for all customers and to support the International Sales Department including the Export Sales Coordinator.

In addition, the individual would be expected to provide support to the UK Sales department during busy periods whenever possible.

Reporting to: Customer Experience Manager

The Role

Provide high quality coordination support to all members of the department including:

- Process export sales orders from receipt to delivery
- Data entry on respective Export systems (Spex and Bliss) – training will be provided
- Update internal Export Schedules as necessary
- Ensure all relevant export documentation is fully prepared in a timely manner
- Liaise with all relevant internal departments to ensure on track progress and completion of order
- Liaise with freight forwarders to ensure on-time delivery of goods
- Maintain accurate and up-to-date orders, customer details and pricing on internal systems
- Update relevant requirements for shipping regulations and maintain tariffs
- Complete customs formalities of proof of shipments

Any other duties as is deemed necessary.

The Person

Required

Strong attention to detail and excellent organisational skills.

Excellent communication skills, both written and verbal

Possess excellent Microsoft office skills including Outlook.

A good telephone manner.

Confident, enthusiastic and energetic manner.

Desired

Microsoft Excel trained.

Experience in the manufacturing shipping sector with a worldwide client base.

Dangerous goods shipping experience.

The Hours:

25 hours per week across 5 days a week. Start/finish times are negotiable.

If you are interested in applying for this position either write enclosing a covering letter and your CV to:

H.R. Department

G.R. Lane Health Products Limited

Sisson Road,

Gloucester

GL2 0GR

Or email grlhumanresources@laneshealth.com enclosing a covering letter and your c.v.

Salary

Salary is dependent on qualification and / or experience

Contract Type

This is a permanent position

Closing date for applications – 06th June 2025