



creating better environments

The Flooring Systems division offers a broad and attractive range of environmentally friendly natural linoleum, high-quality vinyl floors, entrance matting systems for cleaning and drying shoes, carpet tiles, needle felt, and Flotex, the washable high-tech textile flooring. Thanks to their excellent technical properties and attractive design, these flooring products are invariably the first choice for public buildings, department stores, hospitals, and other healthcare facilities, schools, libraries, commercial and office spaces, leisure centers, shops, hotels, restaurants, and cafeterias as well as for applications in the residential market. With a market share of about 70 percent, Forbo is the world leader in linoleum.

Flooring Systems also provides ready-made adhesives for floor covering installations, parquet flooring, and ceramic tiles, leveling compounds for the construction industry as well as liquid floors under the trade name Eurocol.

This role is full time (36.5 hours per week, hybrid options are available for discussion in line with the Forbo Remote Working Policy) based at our Ripley site. In this role you will work as part of the Ripley Group Sales Support (GSS) team, a hybrid of logistics and customer service, responsible for booking transport and processing customs clearances for samples, couriers, raw materials, work-in-progress, and finished goods on behalf of all Forbo UK sites in compliance with HMRC regulations.

Location : Ripley, Derbyshire

GSS Export Administrator

Key responsibilities for the position include:

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- Ensuring exports (work-in-progress, finished goods, samples, couriers) are despatched on time to meet customer delivery requirements in compliance with HMRC and INCOTerms 2020.
- Obtaining quotes for transportation of import/export orders from the UK as requested by Forbo sites or customers by liaising with freight forwarders.
- Arranging customs clearances (and other export documentation) for exports and imports by liaising with freight forwarders and checking accuracy to ensure compliance with HMRC.
- Liaising with Forbo supply chain colleagues and external warehouse teams to ensure orders despatched on time.
- Liaising with Forbo Customer Service colleagues to plan and coordinate shipments.
- Acquiring feedback and performance data on exports to drive continuous improvement of the department.

The successful person will require:

- The ability to work professionally to deadlines and targets under pressure and time constraint with excellent attention to detail.
- Organisation skills, with the ability to work methodically following standard operating procedures, templates, and country guidance documentation.
- Excellent communication and teamwork skills (written, verbal and listening skills).
- Sound IT skills - preferably experience including e-mail, Word, Excel, Microsoft Teams, SAP and Trello
- Excellent interpersonal skills with the ability to build rapport and trust with all colleagues at all levels.
- Prior experience in a logistics role is desirable
- Maths and English GCSE

To apply: Please forward on a cover letter explaining how you meet the above requirements, along with an up to date CV, to Sarah McMasters, HR Business Partner (Ripley site)
sarah.mcmasters@forbo.com



FLOORING SYSTEMS