

Person Specification

Operations Executive

Experience & requirements

Essential

- Strong administrative and organisational skills
- Excellent attention to detail and documentation accuracy
- Excellent written and verbal communication
- Commitment to performing and maintaining high standards
- Ability to manage multiple tasks across various systems and databases
- Ability to effectively prioritise workload
- Good all round computer literacy including Microsoft Office applications
- Strong interpersonal skills

Desirable

- Previous experience of customs data entry an advantage

