

# International Compliance Administrator

## Line manager

International Compliance Manager

## Overall purpose

The International Compliance Administrator will support the International Compliance Account Managers with a variety of tasks, enabling them to better focus on servicing clients directly. The International Compliance Administrator will be primarily focused on completing international compliance registrations, liaising with the international Packaging, WEEE and battery schemes and onboarding customers.

## Key accountabilities

Responsibility	Objectives
Completions of International Compliance registrations	<ul style="list-style-type: none"><li>• Take on contact with new customers to coordinate international compliance registrations</li><li>• Take customer information and complete international compliance registration documents</li><li>• Work with international schemes to ensure completion of registrations</li></ul>
Writing sales proposals	<ul style="list-style-type: none"><li>• Assist International Account Managers with the creation of sales proposals</li></ul>
Proof reading compliance reports and packs	<ul style="list-style-type: none"><li>• Correction of spelling, grammar mistakes</li><li>• Ensuring a consistent tone throughout</li><li>• Auditing accuracy of information</li></ul>
Assisting with international compliance research	<ul style="list-style-type: none"><li>• Contact international schemes requesting confirmation of technical information required for compliance reports and packs</li></ul>

## Experience, skills

### Required

- Confident, personable, proactive
- Excellent written and verbal communication skills
- Excellent solution orientated problem-solving ability

### Desirable

- Prior experience in an administrative/customer service role

## Contact us

For more information please call 03450 682 572 or email [careers@valpak.co.uk](mailto:careers@valpak.co.uk)