

Import/Export Specialist

Application deadline: 23/02/2026

This is an excellent opportunity for a highly motivated professional, with a strong knowledge of import and export regulations. You will be collaborating closely with customers and suppliers, shipping partners and internal teams to ensure orders are delivered and received safely, compliantly, and on time to achieve our goal of exceeding customer expectations with a seamless operation. Developing and nurturing strong customer relations will be vital for this role as you will be required to provide accurate information on future demand to the rest of the business.

Located on the Shropshire-Worcestershire border, Kudos Blends is an award-winning manufacturer of baking powders, proudly supplying leading industrial bakeries across the UK and internationally. Our expert team specialises in providing exceptional, science-led baking solutions to all of your favourite bakery brands. Our unique baking powders help our customers improve health and nutrition, as well as enhance their product recipes with tailor-made baking powders for all industrial processes.

Key responsibilities include:

- Prepare, review, and submit import/export documentation (invoices, certificates of origin, customs paperwork).
- Ensure compliance with international trade regulations, customs laws, sanctions, tariffs, and licensing requirements.
- Coordinate with internal teams, suppliers, customers, freight forwarders, carriers, customs brokers, and authorities.
- Plan and manage domestic and international shipments using cost-effective transport solutions.
- Track shipments, provide updates, and ensure on-time delivery.
- Resolve customs, documentation, or logistics issues quickly to minimise disruption.
- Monitor changes in trade regulations and assess business impact.

Candidate requirements:

- Detail-oriented, proactive, and solution-focused, with the ability to work under pressure.
- Excellent organisational skills with the ability to manage multiple deadlines.
- Strong written and verbal communication skills, with the ability to negotiate.
- Solid understanding of international trade regulations, customs procedures, and incoterms
- Knowledge of tariffs, duties, trade agreements, and export controls
- Strong MS Office skills, particularly Excel.
- Diploma in Higher Education preferred (or equivalent experience).

Benefits and perks:

- Employee health & wellbeing programme
- Employee rewards/discount scheme
- Performance bonus scheme
- Professional development opportunities
- Holiday 'buy & sell' scheme
- Duvet day initiative
- Free on site parking
- Modern offices and facilities
- Sick pay
- Company pension

Kudos Blends is committed to investing in our people and helping them achieve their full potential, fostering a culture of continuous improvement and professional growth.

Please note: Due to our rural location, reliable transport is essential as public transport is not available.

Job Type: Full-time

Salary: £28,000.00-£38,000.00 per year

Hours of work: 8.30am-5.00pm with a 30-minute unpaid lunch break

Kudos Blends Limited

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