

## Business Support Executive x 2 positions available

Join an International Freight Forwarder with a difference! Help deliver customer service excellence others can only dream of! KC Group Shipping are one of the UK's fastest-growing truly independent supply chain specialists and we continue to grow by being unique in our sector.

The KC team are expanding, and we are looking forward to welcoming another passionate, hard-working team player to our Glasgow office (hybrid and remote working available). We need a driven individual with an eye for detail and a desire to live by our values whilst providing unparalleled customer service excellence.

### The Job:

As our Business Support Executive, you will be responsible for supporting key departments within the group and providing administrative support to our clients' supply chain requirements. You need to absolutely LOVE customer service. If you want to work with some amazing people who will support your development and provide you with a career platform, continue reading and you could be;

- Providing administrative support and assistance to our operations team to enable our business to continue providing best in class customer service to key clients in a multitude of industries.
- Tracking and monitoring the progress of client orders.
- Liaising with ocean carriers, transport companies, and partners.
- Supporting in the preparing of Export Customs Declarations, Documentation, and requirements
- Processing orders in our bi-spoke software program

### To succeed you will have:

- Enthusiasm to deliver best-in-class customer service.
- Strong Communicator and able to build great internal and external relationships.
- Office Experience advantageous but not necessary - we provide excellent training!
- A can-do attitude.
- Most importantly, a drive to succeed within a wonderful team.

### The Company:

- Visit our website [www.kcshipping.co.uk](http://www.kcshipping.co.uk) to explore more about KC Group Shipping.

### What we do:

- We deliver supply chain solutions on a global scale.
- Provide Ocean, Air, Road and Rail transport for commodities from; Biscuits to Beds, Whisky to Water, Chemicals to Cars, plus everything in between.
- Invest in our people to continue our growth journey - together.
- Live by our values, not just write them on our walls!

#### Registered Office

5 Seaward Place, Glasgow, G41 1HH.

T 0141 420 1700

E [ist@kcshipping.co.uk](mailto:ist@kcshipping.co.uk)

[www.kcshipping.co.uk](http://www.kcshipping.co.uk)

Incorporating KC Liner Agencies, KCShipping, KC Transport Services, KCAirfreight

Registered in Scotland No. 110547

**Benefits:**

- £18,000-£22,000 + incredible bonus scheme
- Pension scheme, private medical for you and your family, cycle to work scheme and many more soft benefits.
- 34 days paid holiday per year
- Your birthday off (no one wants to work on their birthday)

Sound good? Please apply; we would love to hear from you.

Send your CV to [careers@kcshipping.co.uk](mailto:careers@kcshipping.co.uk)

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