



A COHORT PLC COMPANY

# Job Description

<b>Job Title:</b>	Export Officer (Commercial)	<b>Job Holder:</b>	
<b>Function:</b>	Finance	<b>Grade:</b>	SG6
<b>Discipline Area:</b>	Commercial	<b>Last Updated:</b>	01.2026

## Job Purpose:

- Act as primary point of contact for export and import control procedures for commercial matters and work independently to identify solutions and resolve issues.
- Act as the primary focus for shipping and delivery for all Divisions, working directly to internal and external stakeholders and able to act independently and decisively when called to.
- Conduct detailed review and recording of export control issues, develop and present summary briefs and proposed solutions to senior managers for approval, ensuring appropriate internal governance is followed.
- Take export control lead in high value complex bids, identify and develop solutions to minimise export risks throughout the bid review process.
- To be accountable for management of export control and shipping for customer contracts and freight forwarding sub-contracts, in accordance with the Business Plan and agreed budgets.
- To improve and enhance the commercial effectiveness of the company, with particular reference to export governance, statutory reporting and shipping and records thereof. To be achieved through working together with Bid and Project Managers, project teams and through personal contribution.
- To be responsible for developing the commercial aspects of business opportunities within the delegated authority, maximising profitability and managing commercial risk.
- Able to deputise for the Head of Commercial, with specific reference to either export control or shipping, as required.
- Support export authority audits and licencing audits as required
- Directly support Commercial business Partners with export control and shipping issues.

## Responsibilities:



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reporting as required during bid, contract and contract performance process.
• Maintain detailed records of export controls and other relevant commercial documents
• Undertake necessary post contract administration
• Manage shipping resources, process and provide full support to Programmes.
• With appropriate support, agree and place sub-contractors for shipping
• Undertake commercial management of shipping sub-contractors
• Participate in project meetings, including monthly Project Reviews where needed
• Liaise with the project managers and deal with export sensitivities including ITAR matters
• Manage the agent's (Commercial Intermediary) database, background check applications and appointment process
• Any other reasonable 'ad hoc' commercial and export requirements as requested by Line Management
• Draft and /or review export licenses, returns and similar documentation etc. as required

## Key Result Areas:

The jobholder will be expected to work within SEA's Values:

- **Safety First** – We operate safely and responsibly, protecting each other and the environment.
- **One SEA Team** – We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively
- **People Focussed** – We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance
- **Delivery Excellence** – We exceed our commitments by delivering timely, quality outputs whether that's for each other or our clients and partners. We are always looking for ways to innovate and continuously improve
- **Trusted Partners** - We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally

## Reporting Line

The jobholder will report to the Commercial Manager.

## Job Location

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_