

Job Title: International Trade Officer

Location: Onsite at our AnTech Office, Airport Business Park, Exeter

Reporting to: Director of Finance

Contract: Full-time. 40 hours per week, Monday - Friday

Salary: £dependent on experience

Closing Date: 12.30pm, Wednesday 15 July 2026. Please note, that we reserve the right to close the role early should we receive suitable candidates.

About Us

AnTech are a global technology company providing products and specialist drilling services to the energy sector. Established in 1992, we design, manufacture and test all our equipment in-house, spanning all areas of mechanical, electronic and software design engineering. As the energy sector moves to a more sustainable future, the technology that has supported it will be ever more important, and we want to be at the forefront of that.

Your Role

In this role you will lead and oversee AnTech's international trade compliance programme, ensuring full compliance with import, export, customs and export control regulations. The role is responsible for developing and maintaining compliance frameworks, providing expert guidance across the business, managing regulatory risk, and supporting the company's ability to operate confidently and responsibly in global markets.

Main Duties and Responsibilities

Export Controls & Sanctions

- Conduct denied party and restricted party screening (RPS) against key lists including OFAC SDN, UK financial sanctions, EU consolidated list, and BIS Entity List
- Manage and review export licence applications (OGEL, SIEL), tracking conditions and validity dates
- Classify goods against the UK Strategic Export Control Lists (Military and Dual-Use) and maintain comprehensive classification records
- Support end-use and end-user due diligence checks for high-risk destinations or customers
- Monitor changes to export control regulations – including UK Export Control Joint Unit, US EAR and ITAR where applicable – and advise the business on impact and required action

Customs & Import Compliance

- Reconciliation of HMRC Management Support System reports to shipments, including checking and collection of all required shipping documentation such as signatures, way bills, declarations and tracking information
- Maintain HMRC export and Spire licences
- Maintain the company database of Harmonised System (HS) codes and monitor UK Global Tariff updates to ensure accuracy
- Maintain the record of direct representations
- Support management of customs duty relief schemes such as Inward Processing Relief and Customs Warehousing
- Maintain records for import declarations and work with freight forwarders to resolve customs queries

- Assist with preparation for HMRC audits and internal compliance reviews
- Reconciliation of HMRC Management Support System reports to shipments including checking and collection where missing of all shipping documentation as required, including signatures, way bills, declarations, tracking information etc
- Support the business in achieving and maintaining Authorised Economic Operator (AEO) status where applicable

Policy, Procedure & Advisory

- Develop, implement and maintain the company's trade compliance manual, policies and standard operating procedures
- Deliver internal awareness training and guidance on export controls, sanctions and customs compliance across the business
- Support country of origin determination and maintenance of preferential trade agreement documentation including EUR1 certificates and supplier declarations
- Provide considered advice to senior stakeholders on trade compliance matters, clearly communicating risk and recommended direction
- Support shipping coordinators with advice and administration for mobilisation and demobilisation of operational equipment relevant countries of operation

Required Skills and Competencies

Essential:

- Experience in a trade compliance or customs role within a commercial environment
- Able to demonstrate and understanding of UK strategic export controls and dual-use goods classification
- Legal awareness of HMRC import/export processes and procedures
- Able to demonstrate experience with HS/commodity code classification
- Experience working with customs entries and shipping documentation
- Able to interpret and apply regulatory guidance in a practical business context
- Strong communication skills both verbal and written, including the ability to advise at senior level
- Competent IT knowledge and skills
- Fluent in English, verbal and written.

Desirable:

- Experience with screening software (e.g. Visual Compliance, MK Denial, Amber Road)
- Experience with AEO status or customs duty relief schemes
- CITA, IOE&IT or equivalent professional qualification (or studying towards)
- Experience in an engineering, defence, energy or technology sector environment
- Familiarity with the Spire export licensing system

Personal Attributes:

- A risk-aware mindset with the confidence to escalate concerns appropriately
- Ability to work collaboratively with a diverse team across all areas of the business.

- Maintains performance, professionalism and composure when under pressure.
- Self-motivated with a flexible attitude and an approachable personality.
- Likes to work to deadlines and time restrictions
- Motivated by the desire to deliver a high-quality experience for colleagues, customers and stakeholders
- Able to present a positive professional image of AnTech at all times.

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