



**International Compliance Administrator**  
**North Yorkshire** **£23,400 + Bonus**

A fantastic opportunity has arisen to join a rapidly expanding Environmental Consultancy who are looking for an outgoing, intelligent, confident and enthusiastic person to work as an International Compliance Administrator, in a dynamic, evolving company, who are driven to make an impact on humanity and the planet. As International Compliance Administrator you will provide high quality administrative support in delivery of our growing International service, with a strong focus on customer service, handling data submissions, processing International registrations and inbox management. Additionally, to support the International team with operation administration to ensure the smooth delivery of the service across all areas from onboarding new business, through to completing registration and handling data reporting. Some of your responsibilities will be but not limited to; Maintain and develop relationships with existing and prospect international compliance partners and customers, ensuring regular contact and providing support in line with their needs; Understand and interpret compliance legislation in the context of customers' business activities; Management of shared mailbox and replying to customer queries; Review and submit customer data submissions to the relevant overseas regulator, partner and/ or authority; Updating company databases and documents as required; Assistance with preparing/delivering webinars, as required. In order to be considered for this role you will be comfortable and confident building a rapport with customers communicating over the phone, in person and via email. You will be proactive and outgoing with a strong focus on customer service. You will be proficient with Microsoft Office and will show strong written and verbal language skills; being able to adapt your communication to explain legislative requirements to a range of different stakeholders. The role is fast paced, so you should be prepared to think on your feet, absorb new information quickly and have the ability to prioritise, multi-task and manage time effectively. To thrive in this role, you will be passionate and excited to work for a business for good. You must have a strong work ethic, with excellent organisational and administrative skills and the ability to meet deadlines. You will have a 'muck in' approach to teamwork, being flexible and highly resilient to change, and will be committed to growing with the business.

**For full details, please email a copy of your CV to [rebecca@candovergreen.com](mailto:rebecca@candovergreen.com)  
quoting job ref: RB2745**

