



Technovation

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International Support Coordinator

General Information

ITEM	
Appointment Type	Permanent
Starting Date	As soon as possible
Location	Wellington office and remote work
Remuneration	Negotiable depending on experience
Own Vehicle	Required
Travel Requirement	Could be required

Company Description

We are a leading AgTech business that operates throughout selected international markets as part of a global group of Agri Technovation (AT) companies. As a fast-growing business, we are looking to expand our team with suitably qualified and experienced candidate/s looking for an opportunity to become part of our company and all it has to offer.

Science-based plant and soil health and nutrition is at the root of everything we do. Through our dynamic service offering (precision services, products and the use of our cloud-based data platform that supports informed decision making), we assist producers to increase their crop yields while reducing production costs. Our clients enjoy the benefit of one centralised access point for services, products and high-tech support. We also offer unique services to our clients, including MYSOIL CLASSIFICATION™, ITEST™ CARBOHYDRATES (first of its kind commercially available) and PICKLOGGER™, which offerings set us apart from our competitors.

A highly experienced leadership team drives the business with an acute ability to guide, inspire and lead all team members, ensuring strong focus on our mission - to create the most valuable synergy between crop performance and technology to all farmers.

We are immensely proud of what we have achieved so far and look forward to what's to come – new challenges, new solutions, more innovation.

Job Description

The International Support Coordinator will provide operational support and coordinate outsourced services to clients in International Markets such as the USA, Australia, New Zealand, Europe, Africa and LATAM within suitable timelines.

Main Responsibilities

- Coordinate internal value chain activities to ensure tangible/measurable deliverables in each area.
- Coordinate (send meeting requests and agenda points), attend and drive action points from meetings
- Stakeholder management.
- Ensure client request are actioned by allocating relevant resources to tasks.
- Provide regular feedback to clients and address all enquiries.
- Ensure agreed upon deadlines are met.
- Act as a central point of contact to international clients.
- Translate client needs into actionable tasks.
- Proactively identify, analyse, and solve problems.
- Liaise with import and export agents and service providers.
- Management of related documentation.
- Process quotations and the follow up on quotations.
- Ensuring successful execution of shipments by road, sea, and airfreight.
- Maintain customer satisfaction and ensure smooth documentation flow by adherence to administration procedures

Skills and Capabilities

- Self-motivated
- Organized
- Results driven
- Excellent interpersonal skills
- Sound knowledge of imports and exports
- Innovative thinker
- High proficiency in Microsoft Suite (Word, Excel, PowerPoint)
- Ability to maintain high standards under pressure
- Must be prepared to work long hours

Minimum Requirements

Qualifications

- Relevant tertiary degree (B degree in Agriculture, BCom Commercial Law, BCom Law, BCom Logistics).
- Fully bilingual (Afrikaans and English)

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