

JOB DESCRIPTION – contact karlovacharvey@gmail.com

JOB TITLE: UK CUSTOMS COMPLIANCE LEAD

RESPONSIBLE TO: SENIOR DIRECTOR, CUSTOMS & TRADE

WORK LOCATION: UKDC

UNIT: DISTRIBUTION CENTRE

BAND: 3

DEPARTMENT: CUSTOMS & TRADE

JOB PURPOSE

Assure the coordination of the import and export flow regarding the bonded warehouse and execute accurate customs clearance documents.

ESSENTIAL DUTIES & RESPONSIBILITIES

Import Responsibilities

Apply for and conduct customs bonded warehouse
Validate the transit or EU export documents into the customs system
Control and assign the customs data into excel files and the bonded warehouse software
Verify and double-check broker invoices
Submit invoice data into the accounting software
Prepare and calculate import clearance summary for the following day

Export Responsibilities

Create export customs documents for EU or NON-EU destinations
Create customs document for UK deliveries / outbounds of the bonded warehouse

Administrative Responsibilities

Create certificates of origin as and when necessary
Verify the origin and customs codes into the customs IT System
Carry out miscellaneous ad hoc administrative tasks
Manage authorisations, customs controls and requests with local and national authorities.
Daily stock management and inventory updates into the customs IT system

SUPERVISORY RESPONSIBILITY

None at this time.

JOB REQUIREMENTS

Experience in dealing with custom personnel and knowledge of customs is essential.
Bonded warehouse experience required
Customs broker license and experience with Foreign Trade and logistics is desirable.

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Experience in footwear/apparel or other retail industry or multinational organisation is preferred.

Strong planning, organisational and prioritisation skills whilst maintaining high standards and accuracy.

Flexible and able to work under pressure

Ability to work both independently as well as being a strong team player

Self-motivated and able to work on own initiative

Build and maintain rapports with local and national Customs Authorities

Proficient in MS Office, particularly Excel

Experience in Descartes customs software, Mainframe AS 400, ERP Systems and Peoplesoft is an advantage

Ability to work across time zones and travel regionally.

Experience in other European customs regimes especially Belgium but other countries as well is highly desired.

Fluent in English with French being advantageous.

This job description should be used as a guide as you may be asked to carry out other relevant duties in support of the overall role purpose.