

JOB DESCRIPTION contact karlovacharvey@gmail.com

JOB TITLE: Belgium bonded warehouse CUSTOMS COMPLIANCE MANAGER

RESPONSIBLE TO: SENIOR DIRECTOR, CUSTOMS & TRADE **WORK LOCATION:** EDC

UNIT: DISTRIBUTION CENTRE **BAND:** 3

DEPARTMENT: INTERNATIONAL

JOB PURPOSE

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

ESSENTIAL DUTIES & RESPONSIBILITIES

Inbound Responsibilities

Conduct customs operations at 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
Prepare and calculate import clearance summary/globalization each month.
Manage duty deferment account and duty management system
Manage master data for accuracy of key customs data elements, such as customs values, origin and tariff classification

Outbound Responsibilities

Create customs document for EU deliveries from the EDC in BE
Create export customs documents for NON-EU destinations such as UK, TR, CH and NO
Create certificates of origin as and when necessary

Overall Responsibilities

Maintain a condition of compliance in the customs operations of the EDC
Verify the origin and customs codes into the customs IT System Descartes
Manage authorisations, customs controls and requests with local and national authorities
Daily stock management and inventory updates into the customs IT system
Maintain necessary bonds and authorizations
Maintain AEO certification
Maintain records according to Customs requirements
Develop and maintain Skechers import and export policies and procedures
Offer up to date and relevant advice to various business stakeholders
Define approach and ensure keeping accurate records of cleared items and ensure proper documentation is retained
Conduct self-audit and post-entry reviews
Perform annual reconciliations

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Carry out miscellaneous administrative tasks as needed to support the function

SUPERVISORY RESPONSIBILITY

Manage a team of on- and potentially off-site customs analysts

JOB REQUIREMENTS

Fluent in French and English. Ability in Dutch appreciated

Deep understanding of EU and other European customs requirements such as procedures, valuation, HS classification, and preferential duty programs

Bonded warehouse experience required.

Knowledge of modern customs filing software (preferably Descartes)

AEO experience preferred

Maintain excellent relationships with local and national Customs Authorities

Customs broker license and experience with Foreign Trade and logistics is desirable

Experience in footwear/apparel or other retail industry preferred

Experience in a multinational organisation required

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

Growth attitude to learn and take on additional responsibilities

Proficient in MS Office, particularly Excel

Experience in Descartes customs software, and native ERP Systems is an advantage

Ability to work across time zones and travel regionally

Ability to train and mentor staff

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