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AFC International, LLC is seeking a Customs Entry Writer to join our rapidly growing team! This position facilitates the import entry process and ensures compliance with U.S. government laws and regulations. This position is strictly working with customs brokerage. No transportation bookings, tracking, POD for air or ocean freight.

Responsibilities and essential job functions include, but are not limited to the following:

- Tracks inbound freight and prioritizes documents to ensure timely entry filing
- Prepares and submits timely and compliant customs entries using CargoWise One
- Makes corrections and updates to entries as necessary
- Prepares and executes billings for entry related services
- Determines tariffs and duty payments, tracks shipments and uses parts tables and the HTS to classify shipments
- Ensures all government required forms and information are compliant and provided timely
- Resolves both internal and external customer issues timely, accurately and professionally
- Works closely with other departments, including sales, to develop new sales leads
- Works with transportation agents, CBP and others to resolve issues as they pertain to entries
- Stays up-to-date on all customs procedure changes
- Performs additional duties as assigned by management.

Summary of Experience and Education**The ideal candidate will be well qualified in the following areas:**

- Associates degree with two years of relevant import experience or an equivalent combination of education and experience
- A minimum of two years' experience processing import entry transactions
- Ability to process complex details and meet time constraints
- Excellent written and oral communication and comprehension skills
- Able to work effectively and professionally within an interdependent group
- Bilingual preferred (English/Spanish)

#LI-BL1

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