



Full Job Description

Organization Overview

For over 70 years Buckland has been working to help companies across the world experience global trade in a better way. Buckland employs a unique approach to global trade that focuses on combining trusted technologies and talented people that know how to use them. As a customer-focused company, Buckland provides customers with a single source of unmatched Customs Brokerage (Canadian, US, Mexican), Trade Managed Solutions, Freight Forwarding, Trade Technologies and Warehousing/Distribution Services. Buckland strives to provide customized services in a memorable way.

Position Summary

This position is responsible for handling of the documentation preparation, monitoring and coordinating of customs release of freight for the import of commercial goods into United States in accordance with the Customs Regulations.

What we can offer you

- Competitive salary, benefits package and matching retirement plan
- A friendly, collaborative work environment
- Opportunities for professional development & ongoing learning
- A chance to be part of a growing organization

Key Responsibilities:

- To provide the highest level of customer service to clients, vendors, and service providers in acquiring the proper import documentation
- Processing of Northern Border US customs entries via the Buckland system
- Management of gathering, sending and distribution of documents from office facsimile machines and or email
- Preparation of customs and internal documents with guidance when necessary
- Completion of mid to high volume of entries
- Queries handled in a prompt, efficient and professional manner
- Client servicing and reporting of any issues to Team Leader/Supervisor
- Work to be performed in conformance with the Buckland Quality System (BQS)
- Other clerical office duties such as filing, photocopying or projects as assigned
- Ability to travel between Canada and the USA to other offices

The ideal candidate will bring:

- Secondary school diploma

- Customer Service experience
- Working knowledge of Microsoft Office including Outlook
- Strong attention to detail and ability to handle multiple tasks
- Strong team player with the ability to work independently
- Industry related experience an asset
- Above average and accurate keyboarding skills necessary

If this describes you, we'd love to hear from you. Please visit our website at www.buckland.com to learn more about Buckland and apply through our Career page today.

Those applicants requiring a reasonable accommodation in the application and/or interview process must submit their request to the Human Resources Department