



Job Opportunity

Company	Global Trade Jobs
Job Title	Customs Entry Writer
Location	El Paso, TX
Salary Range	
Relocation Assistance	No

Job Description / Responsibilities / Requirements

Duties

The Entry Writer is responsible for the inbound shipment process adherence to the local customs authority and any other government agencies which may have jurisdiction. Their duties are also to provide high level customer service and problem resolution in order to ensure timely customs release.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Process customs entries and all other related government agency interfaces that may apply

- Meet service level requirements in accordance to the client standard operating procedure (SOP)
- Meet entry preparation and submission requirements based on client SOP product service level and/or country and government agency requirements
- Prioritize work based on estimated time of arrival (ETA), product service level, workflow processes, last free day and transportation mode
- Classify entry per client SOP, Parts Database, and/or direction from licensed customs broker/classification specialist
- Enter required shipment data and customs data into the brokerage system
- Proactively work with government agencies and customs authorities to resolve issue

Requirements and Education:

- U.S. Citizen or U.S. Legal resident
- Willing to have a background check and drug test and both must be passed per U.S. Customs & Border Protection (CBP)
- Forklift Certified OSHA for forklift
- Preferably college or High School graduation or GED
- Or applicable experience.
- Preferably speak and write and read English and Spanish /bilingual.

Contact Information to Apply

Apply:

<https://www.globaltradejobs.com/employment/customs-entry-writer-imports-listing-26552.aspx>