



JOB DESCRIPTION - CUSTOMS CLERK

Job title: Customs Clerk

Department: Customs

Location: Dover

Hours: 4-on/4-off 12-hour night shifts
(7.00pm – 7.00am)

Main purpose of job: Manage activities which will be directly related to existing client transportation as part of a wholly-managed door-to-door time-critical transportation process. Responsible for customs management of cross channel as well as through all airports via scheduled air freight and air chartered goods movements.

Responsible to (manager/post): Customs Manager

Responsible for (staff/jobs): Additional tasks as directed by manager

Key job responsibilities

- Preparation and processing of import/export customs declarations and clearance
- Customs import/export entry checking
- Deal with all enquiries and queries quickly and efficiently relating to customs procedures, tariff classifications, duty rates and any other documentation requirements
- Liaise with importers/exporters and others to obtain mandatory information for import and export entries
- Deal with any customs related complaints
- Maintain data integrity on all systems
- Liaise with key customs partners
- Support and advise all customers whilst ensuring the company is fully compliant with the requirements of HMRC and other relevant bodies

Competencies required to do the job

|  IT SKILLS |  ORGANISATIONAL |  CUSTOMER SERVICE |  MOTIVATION |
|--|--|---|--|
| <ul style="list-style-type: none">• Customs documentation 5• Outlook/email 4• Word 4• Excel 4 | <ul style="list-style-type: none">• Task prioritisation 5• Systematic approach 5• High volume experience 4 | <ul style="list-style-type: none">• Customer focus 5• Excellent telephone manner 4 | <ul style="list-style-type: none">• Focused & self-motivated 5• Task completion/tenacity 5• Close supervision not required 4 |

Any technical job-related skills

- Previous experience as a customs clerk is essential
- Experience of using customs software is essential
- Good understanding of the law and regulations surrounding customs clearance requirements
- Experience in road transport, logistics or haulage is desirable

Join the team

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.