



## JOB DESCRIPTION - IMPORT/EXPORT CLERK

**Job title:** Import/Export Clerk

**Department:** Operations

**Location:** London Heathrow

**Hours:** 4-on/4-off 12-hour day shifts

**Main purpose of job:** To organise all air, ocean and road freight shipments from start to completion, including arranging transport, completion of AWB, customs entry, invoicing and loading costs. Assisting with quotations, creating and maintaining SOPs for regular clients. Provide support to other areas of the business, as and when required.

**Responsible to (manager/post):** Operations Manager

**Responsible for (staff/jobs):** N/A

### Key job responsibilities

- Organise import shipments from start to finish
- Attend to collection requests
- Obtain and check shipping documents from suppliers
- Obtain customs clearance information
- Send shipping documentation instructions
- Customs clearance
- Monitor collection, departure, connection, and arrival
- Providing milestone updates to clients/agents
- Job creation, invoicing and sending PODs
- Keep airline import handling tariffs up-to-date
- Keep the database updated and create handling guides, basic clearance information and tariffs for each regular customer
- Source competitive transport options for both express and overnight collections nationwide
- Create a database of airline shed/shipping line contacts
- Keep airline import handling tariffs up-to-date
- Source agents for each UK airport and request tariffs for MIB brokerage and import handling
- Responsible for collection of duty and VAT payments

## Competencies required to do the job

 IT SKILLS	 ORGANISATION	 CUSTOMER SERVICE	 SELF-MOTIVATION
<ul style="list-style-type: none"><li>• Outlook/email 4</li><li>• Word 3</li><li>• Excel 3</li></ul>	<ul style="list-style-type: none"><li>• Task prioritisation 4</li><li>• Systematic approach 5</li><li>• High volume experience 5</li></ul>	<ul style="list-style-type: none"><li>• Customer focus 5</li><li>• Able to communicate well at all levels 4</li></ul>	<ul style="list-style-type: none"><li>• Determined to succeed 5</li><li>• Work under pressure 4</li><li>• Support team members 4</li></ul>

## Any technical job-related skills

- Experience using Box-Top is desirable
- E-customs experience is advantageous
- A forklift license 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.