



JOB DESCRIPTION - CUSTOMS CLERK (4-ON/4-OFF DAYS)

Job title: Customs Clerk

Department: Customs

Location: Dover

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

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

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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.