



JOB DESCRIPTION CUSTOMS CLERK (DAYS)

ABOUT THE COMPANY

We are a leading time-critical logistics specialist, providing global time-critical delivery solutions to our customers, no matter what the geography, size, weight, distance or mode of transport.

We partner with and support our customers to meet complex and urgent international transport challenges by adding speed and flexibility to their supply chains.

Operating 24/7 365, we display a constant commitment to providing the fastest, most cost-effective and reliable solutions, time and time again.



Location
Dover



Department
Customs



Hours
Monday to Friday,
9.00am to 6.00pm



Salary
DOE. plus benefits

ABOUT THE POSITION

As part of the wider time-critical transport business, our customs clerks manage customs activities which are directly-related to both in-house, door-to-door client transportation and for external clients.

Your role will be to create customs documentation and oversee successful and correct customs clearance status of traffic, moving via road through the Channel Straits and also by air freight and air charter.

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
- Interact with customers, both face-to-face or by telephone/email in a professional and courteous manner
- 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



CANDIDATE REQUIREMENTS

- 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

REPORTING

- Responsible to (manager/post):
Senior Customs Clerk
- Responsible for (staff/jobs):
N/A

WHAT WE OFFER



Competitive salaries



High calibre team



Great annual leave benefit



Employee rewards scheme



Death in service benefit



Pension contribution scheme



Social team events



Occupational health



Free weekly fruit bowl



Wellness and mental health assistance

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IN PEOPLE**
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