

Admin Import/Export

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Company: Pertemps Maidstone

Location: Sittingbourne

Category: other-general

Import and Export Administrator

37.5hrs per week

Salary: upto £30,000 per annum

Temporary contract: circa 6 Months

The job purpose of an Import and Export Administrator / Customs Agent, is to manage and oversee the logistical processes involved in importing and exporting goods and materials. This role is crucial for companies engaged in global trade as it ensures compliance with regulations, facilitates efficient transportation, and optimises supply chain operations.

Responsibilities:

Coordinate with couriers to facilitate the smooth clearance of goods through customs and resolve any issues that may arise during the process.

Asses and correctly code/identify products for export with the latest tariff codes and country of origin, required for customs export paperwork when shipping goods.

Be proactive in identifying any changes within the tariff system issued by HMRC.

Prepare and review all necessary import/export documentation and that all imports are registered correctly and in a timely manner.

Clear, concise and effective communication with both internal and external parties.

Maintain an accurate flow of information regarding shipment status and documentation.

Ensure all records are up to date (import transactions, customs clearance documents, shipping records).

Maintain and manage import files, investigate differences, add corrections, and reconcile HMRC statements.

Proactively identify and address any issues related to import processes, collaborating with internal teams and external partners to find effective solutions.

Work closely with the finance department to monitor and control import-related costs, ensuring that budgets are adhered to, and cost-saving opportunities are identified.

Skills & Qualifications:

Experience in import/export and understanding of procedures.

Knowledge and understanding of customs regulations.

Proficient Microsoft skills and knowledge of various platforms.

Excellent attention to detail and organisational skills.

Effective interpersonal skills.

Ability to work to strict deadlines. If you feel you have the required skills, then we would love to hear from you.

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