

## Assistant Customs Coordinator

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Company: URBN (Urban Outfitters, Anthropologie Group, Free People & Nuuly)

Location: London Area

Category: other-general

**JOB TITLE:** Assistant Customs Coordinator **REPORTS TO:** Assistant Customs Manager

**Role Summary** The main objective of this role is to apply customs related international trade knowledge and expertise (particularly in relation to export) in support of export shipments and import shipments if needed. To become a key member of the Customs Compliance team, with specialist knowledge to advise and oversee all principal Customs regimes. This role is based in our London office.

**What You'll Be Doing:**

- Work closely with the Assistant Customs Manager on providing advice regarding export shipments to various countries outside of the UK.
- Liaise with Customs Brokers to ensure Customs clearance KPI's and accuracy of declarations.
- Prepare daily export shipments using internal tools.
- Monitor various mailboxes and distros and respond to queries.
- Work with vendor base to ensure accuracy of information for Customs entry purposes. Partner with brands and accounting for chargebacks related to vendor compliance.
- Duty Planning – working with our designers/development/logistics teams to verify the tariff classification, duty rate and documentary requirements prior to order being placed to ensure accurate landed costs.
- Role model URBN behaviours, values, and standards. Maintain SOPs that are trained out and adhered to, with the aim of standardising processes and ensuring compliance across all associated functions (vendor base and buying teams).
- The above list is not an exhaustive list and other tasks might be required (either due to legislation or business changes)

**What You'll Need:**

- Knowledge of customs clearance process/documentation. Experience in creating, checking, and processing of all relevant export and import documentation.
- Very well organised with an exceptional eye for detail, who can prioritise and manage their own time and

workload. · Experience with customs classification of various range products. · Familiar with classification GIR · Ability to build effective relationships with internal and external stakeholders. · Strong communicator with a flexible and adaptable approach to new challenges. Has the ability to work in a fast paced, everchanging landscape · Inquisitive with a desire to overcome challenges and improve processes. · Proficient IT skills across MS Office · Knowledge of Ricardo duty management system or similar would be very beneficial.

**The Perks · Work-life balance:** · Flexible start and finish times · Bring your dog to work · **Wellbeing:** · Employees Assistance program to support with mental, physical and financial health · Fully equipped free gym and on-site wellness room in Brick Lane and 50% discount off external gym memberships · Private Medical Insurance · **Employee Discount:** · Up to 40% off at all URBN Brands (Urban Outfitters, Anthropologie, Free People and more!) · **Community:** · One paid day to either volunteer or fundraise for a charity of your choice · **Travel:** · Cycle to work scheme, season ticket loan · **Continued Development:** We offer structured support within the business alongside continued learning and

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