

Customs Administrator

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Company: HAYS

Location: Chorley

Category: business-and-financial-operations

Customs Compliance Coordinator | Adlington | Full-time Permanent | 32 days Annual Leave | £25,000+ DOE

Your new company

An excellent opportunity has arisen for an Customs Compliance Coordinator to join a well-established and growing manufacturing business based in Adlington.

This is an extremely varied role within the organisation, presenting a mixture of tasks and duties alongside daily challenges, this role requires a person with excellent communication and organisational skills.

This role is available due to development, as the business is now expanding and looking to hire on a full-time basis, this role is office based working hours are 8.30 - 16.45

Monday to Thursday and 08.30 - 15.30 Friday. Hybrid working can be considered once training and probation has been completed.

Your new role

As Customs Compliance Coordinator your duties will include coordinating with logistics, procurement, and other departments and will be central point of contact for imports and exports, working closely with stakeholders to facilitate timely and accurate completion of customs and export control filings. Along with preparing instructions for Brokers to support import, export, and transit declarations, providing guidance on commodity codes, special procedures, etc. Whilst monitoring customs clearances and goods release to ensure smooth import and export processes.

You will be expected to work efficiently in line with company processes to ensure high operational standards, provide regular feedback, to develop and improve the working rapport with client planners and logistics, to ensure schedules are met on time.

What you'll need to succeed

To be successful in securing this position, you should have previous exposure to Import and Export duties, along with excellent attention to detail and able to work effectively towards tight deadlines. You must be confident liaising with different departments, therefore should have great customer service skills and an excellent telephone manner.

This role requires a character who is easily adaptable, confident and enjoys problem solving.

What you'll get in return

In return, you will be paid a competitive annual salary starting from £25,000 depending on experience and will be joining a successful growing business during an exciting period. You will receive 32 days holiday, up to 5.5% pension scheme, death in service x4 salary, employee cashplan, including discounts on retail stores and 24-hour access to GP and counselling sessions. Hybrid working can be considered once training and probation has been completed. As well as receiving training and support, which will allow you to further develop your own skills and experience. # 4549073

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