

Customs Administrator

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Company: Kuehne+Nagel

Location: Derby

Category: Other-General

. ****Your Role**** The role is to support all administrative activities within the Customs Department to enable the servicing of internal and external customers.

A significant aspect of this role is working to contractual terms with a range of customers. The role reports to Customs Supervisor.

****Your Responsibilities**** + Administer and process all invoicing for the Customs department and ensure they are processed, raised and dispatched in a timely manner.+ To take responsibility for extra workload and provide cover for any staff absent due to sickness, holidays etc.

+ Provide reports to management in accordance with agreed deadlines relating to profit and losses, credits, staff development and staff training.+ Preparation and presentation of Import/Export Customs Documentation.

+ Use of Internal and External Computer Systems. + Control / distribution of all relevant documentation.

+ Resolution of Customer queries / issues via email and telephone.#LI-DN****Your Skills and Experiences****+ Ability to learn quickly and retain information+ Customer Focus+

Planning and Organisation + Teamwork + Comprehensive computer skills, including Word

and Excel + Excellent communication skills – both verbal and written+ Ability to work on own initiative as well as part of a team **Good Reasons to Join**if you would like to become a valued member of our team, we will make sure that you're rewarded for your commitment and expertise.

You can join the contributory Kuehne+Nagel pension plan and enjoy our Route 2 Rewards scheme which offers everything from discounts, benefit information, recognition and its own wellbeing centre. We care for our colleagues (and their immediate family) with our employee assistance programme providing access to 24/7 GP, legal and financial advice along with mental health counselling.

All of this to help you live a happier and healthier life. As proud holders of the Gold Covenant, we are a forces-friendly employer who recognise the skills, expertise and value service leavers bring to our organisation.

Kuehne + Nagel is an equal employment/affirmative action employer. If you require an accommodation for any part of the online application process due to a disability, please contact the Employee Services HR Help Desk at 1-800-267-1326 during the hours of 8:00am - 5:00pm EST; Monday through Friday or via e-mail at: HR.

helpdesk@kuehne-nagel.com with the nature of your request.

We will answer your inquiry within 24 hours.

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