

Customs Administrator

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Company: ASC Connections

Location: Wednesbury

Category: other-general

Customs Administrator

Contract Type:

Full Time

Location:

Wednesbury - West Midlands

Industry:

Business Support

Contact Name:

Lucy Ward

Contact Email:

Contact Phone:

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Date Published:

22-Mar-2024

A Customs Administrator is required to join a waste management company based near the Darlaston area. Working in a heavily regulated environment, this role will be based fully on-site where you will be responsible for accurately monitoring materials entering and leaving the site.

Working within the customs team, you will be –

Preparing delivery paperwork for drivers

Weighing company vehicles leaving and entering the site

Accurately capturing stock information entering and leaving the site

Receiving, recording and uploading information regarding stock onto the database

Assisting with the planning of overseas material being dispatched offsite

Any other associated administration as required

Ideally you will have experience of –

Working as a Customs Administrator, Weighbridge Administrator or Goods In/Out Controller

Using Office and Excel to a strong level

Knowledge of ADR regulations

Good customer service; able to confidently communicate with drivers, suppliers & internal teams

On offer for this Customs Administrator –

Working hours Monday – Friday 9am – 5:30pm (office-based)

Salary of £26,000p/a

Free parking on-site

If you are interested in this Customs Administrator role, please apply today.

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