

United Kingdom Jobs Expertini®

Customs Supervisor - Manchester

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Company: Albini e Pitigliani Spa

Location: United Kingdom

Category: other-general

Due to increased global growth, we are seeking a Customs Supervisor to be part of our Customs team within the Manchester Office of Alpi UK Ltd. You will oversee all Customs Clearance requirements for the organisation in the Manchester office, liaising with our Alpi UK offices. Working hours: Monday – Friday, 8.30am –5.30pm (inclusive of one-hour unpaid lunch). This role is office based. Salary: £30,000 to £34,000 per annum, depending upon experience.

Duties and Responsibilities: Responsibility of various areas of the Customs process including, but not limited to: Import/Export customs entries, Transit documents, Bond documents, Reds and Customs amendments. Understand and execute the departments vision of good business development in order to successfully move Ocean and Road products. Complete all Import, Export and Cross Trade activities correctly and on time including financial, legal and invoicing transaction. Correctly complete all customs declaration forms. Immediately report any amendments to the customs declaration forms to line manager. Complete ad-hoc and spot checks on customer entries and submit reports to line manager and Head of Department weekly. Provide training to new starters on the Customs system and procedures and continued support to the current team. Create training programs for new starters and existing staff on Customs systems, procedures and Import/Export regulations. Provide a point of contact for out of hours Customs issues on export as well as import. Assisting with Import/Export Compliance issues and queries. Create new and maintain current SOPs for the department. Maintain excellent customer and inter-departmental relationships at all times giving regular feedback to line manager. To provide support to the Import function where able and dependent upon capacity and to support the Import supervisor where required.

Communicate quotations to the line manager/sales team within two hours of receipt and ensure all quotations are recorded on the system in one format. Implement and improve new efficiencies in customer workflow in conjunction with line manager. Ensure all Import/Export operational activities are completed on time. Accurately complete all invoicing for imports, exports and clients within 48 hours of activity. Ensure insurances are charged correctly and any insurance claims are handed to line manager without delay. Support the Head of Customs with any given customs compliance tasks in line with the development plan. Quickly escalate issues and resolve Customs problems

Skills and Competencies: Previous experience as a Customs E.T.S.F or in a similar role preferable (experience in freight over two years desirable) Quality organisational skills and ability to manage many tasks or projects at the same time. Ability to prioritise own workload but also be able to work as part of a team Strong communication skills, both written and verbal. Conversant in IT skills e.g., Microsoft Office Suite (Word, Excel) and systems. Demonstratable working administrative background. Must have an analytical skill, with a high level of attention to detail. **Company Benefits** Along with 20 days annual leave + public holidays and yearly salary review we offer the following benefits: After 3 months' service, employees are entitled to become a member of the Group personal Pension Plan. After completing six months' service, Alpi UK Death in Service equal to three times your annual salary. After one year's service the company offers enhanced Pension contributions of 9% annual salary. After one year's service employees are eligible to join the Private Medical Scheme (application process required). Holiday loyalty days up to a maximum of 5 days (1 per each full year of employment completed). One Milestone Day per year to take as you wish. Confidential EAP platform for you and your immediate family members as spouse/partners and children aged 16 to 24 in full-time education, living in the same household. Access to our Employee Discounts and Perks, which includes Grocery Shopping, Holidays, Movies, Sports, Wellness and many more. We are Alpi UK Ltd – part of the Albini & Pitigliani Group ([cliccare sul bottone Candidati ora](#)).

The ALPI Group is a recognised player in the Freight Forwarding and Transportation industry and specialises in supply chain and logistics solutions, ground transportation, air and ocean shipments, customs clearance, and supply chain management. We have provided freight forwarding services and logistics solutions for over 70 years. Still a family run company, we treat people as people, not numbers. With unchanged passion we strive to balance a growing company in a highly competitive industry, with family ethics and social responsibility.

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