

DEPARTMENT:	Brokerage
LOCATION:	Van 't Hogerhuysstraat no. 52
JOB TITLE:	Customs Broker
REPORTS TO:	Country Lead

JOB SUMMARY:

The Customs Broker is required to vet, assess, and pay all Customs declarations stored in Asycuda and engage the various Agencies and Customs on reviewing and releasing declarations. The Customs Broker is also required to assist with providing information on technical Customs related questions.

JOB DETAILS:

Commercial Shipments

- Vet all declarations before assessing to ensure the stored information is accurate and the supporting documents are attached and accurate also.
- Assess declarations using Asycuda and pay the assessment notice using Ramps pre-payment accounts.
- Confirm the profile of the shipment and action accordingly.
- Check for Customs and Agents holds on the declarations and engage the relevant persons to have the releases granted.
- Engage Customs to sort queries with a declaration.

Platform Supply Vessel (PSV) Shipments

- Log the shipment on the system.
- Create Bill of Ladings (BLs) for shipments.
- Manifest the shipment in Asycuda.
- Classify manifests and determine which items require import licenses.
- Convert the manifest into an invoice.
- XML the entry into Asycuda, upload all the supporting documents, do a final review, and assess the entry.
- Pay the assessment notice.
- Confirm the profile of the shipment and action accordingly.
- Check for Customs and Agents holds on the declarations and engage the relevant persons to have the releases granted.
- Classify material requests (MRs), prepare an invoice and send to the license team for license applications.

EDUCATIONAL REQUIREMENTS/QUALIFICATIONS:

- Minimum of a Diploma in Management or a related field.
- A Customs Broker license (*Douane Expeditie Licentie*).
- A legitimate registration at the Custom Broker Office, the inspector of import duties and excise duties.

PERSON SPECIFICATION:

The incumbent must demonstrate the following skills:

- Strong communication and Collaboration skills
- Strong numerical ability
- Able to multi-task and adapt to a dynamic environment.
- Ability to pay attention to detail and well organized.



HSSEQ RESPONSIBILITIES:

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report any and all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.