

JOB DESCRIPTION

Job title	<i>Air Import Coordinator</i>
Reports to	<i>Air Import Manager</i>
Location	<i>SEKO Egham, UK</i>
Key interface	<i>Clients and customers, colleagues in the operations team</i>

Job purpose - General summary and scope

To manage and oversee imported goods for assigned accounts. Charging, costing and arranging the movement of goods and consignments, and flow of paperwork to ensure customs clearances are obtained quickly and deliveries are made in good time. To be responsible for managing the full import process for a shipment for specified accounts, from start to finish. To liaise with overseas offices, partners and agents. To assist in the smooth running of operations for the department.

Key duties and responsibilities

- To ensure compliance with the customs regulations of the UK/EU
- To transpose customs declaration information from documents, and or other data sources, into the customs brokerage system accurately
- To manage and meet required internal and external KPIs
- To understand and utilise all elements of the customs
To correspond with customs/other government agencies as required in a timely manner
- To keep up to date on all regulatory requirements governing imports
- To build and maintain strong relationships with customs authorities and other government agencies
- To be responsible for arranging and completing all associated paperwork, which documents the nature of the goods being imported from abroad and that they are legal and legitimate
- Ensuring all is in order in relation to import quotas, tariffs, trade agreements and HM Revenue and Customs regulations
- Responsibility for costing jobs and ensuring maximum profitability for the organisation
- Establishing contacts and relationships with HM Customs to ensure efficient transfer of goods through the legal process
- Ability to manage deadlines and sometimes difficult situations, therefore an element of negotiation is required in order to be able to meet timescales

Qualifications and key skills

Qualifications include:

- Education – GCSE – English and Maths required
- Specialised knowledge:
 - Knowledge of customs import declaration procedures
 - Knowledge of customs regimes and legislation
 - Knowledge of classification, incoterms, valuation and origin rules
 - Ability to work to deadline

- Skills – tenacious, well organised, friendly, detail oriented, completer/finisher, outgoing and friendly, and commercially aware
- Abilities – strong administrative skills, works well under pressure. Good communicator – both written and verbal. Good numeric skills
- Experience - knowledge or experience in the following areas is desirable: air, road or ocean movements, security training, such as Aviation Security, customs documentation and procedures, warehouse, office and transport procedures, shipping and flight schedules, freight tariffs and rates, ability to raise and complete documentation

Other duties

- To apply and practice unit rules and regulations and comply with contractual requirements and handbook policies
- To apply and practice Health and Safety instructions and regulations
- To apply all Statutory requirements as instructed
- Embrace, demonstrate and promote good customer service at all times
- Undertake a programme of personal development in line with the company process
- To protect and ensure the security of the building and the goods and items within it.
- Undertake any other duty deemed reasonable by your manager

Working conditions

Working conditions may include working with challenging clients, and in a highly targeted, fast-paced environment. The job holder is required to adequately manage themselves in an environment with the pressure of a fast-paced and highly targeted work environment and to communicate any excessive pressure or other types of demands.

Physical requirements

This role requires particular physical attributes due to its nature and tasks. A standard of physical health and fitness is required i.e. good vision, good hearing.

Direct reports

N/A

Additional Information:

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Agreement to this job description does not confirm employment status. Employment or worker status will be confirmed alongside all notable terms, within the offer letter and contract of engagement or worker agreement.

TO APPLY, PLEASE COMPLETE THE FORM AT THE BOTTOM OF THE SEKO UK CAREERS PAGE AND BE SURE TO ATTACH YOUR CV.