

JOB DESCRIPTION

Job title	<i>Ocean Import Clerk</i>
Reports to (title)	<i>Operations Manager</i>
Location	<i>Seko Logistics - Manchester</i>
Department	<i>Import Operations</i>
Key interface	<i>Clients, Customers, colleagues, PAC</i>
Hours / days	<i>Monday to Friday 09.00 – 17.30, 1 hour for lunch, minimum 37.5 working hours per week .</i>

Job purpose - General summary and scope

To manage and oversee ocean imported goods for assigned accounts. Being responsible for arranging the movement of goods from destination to the customer door. Accountable for correctly costing/ charging of consignment, flow of paperwork to ensure customs clearances are obtained quickly and within the required time frame to avoid any unnecessary storage charges and delivery of goods are made in good time. To be responsible for managing the full ocean import process whether this is for a shipment or 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, through internal notifications and customs web site
- 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 specific to the customer base
- To build and maintain strong relationships with the customer base
- 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, customs tariffs, trade agreements and HM Revenue and customs regulations
- To keep up to date on all regulatory requirements governing imports.
- Being commercially aware of job costings and profitability, ensuring maximum profitability for the organisation
- Ability to manage deadlines and sometimes difficult situations.
- Accountable for printing and active allocation of all prealerts to ensure files are not missed and handed out promptly to the individuals within the department, on a daily basis
- Using in house tools Seko 360 to monitor and update shipment ETA's to the specific customer base and also used to ensure shipments are not missed.

- To ensure that all deliveries (within remit) are arranged 2 weeks prior to vessel arrival at port, the same to be booked with hauliers.
- To ensure that customs formalities are completed at least 3 days prior to delivery of goods if possible
- To effectively communicate any delays to the customer deliveries in advance via email and followed up by a courtesy call
- To ensure that if declaring any values on Seko deferment account for duty/vat these should be billed onto the customer same day as declaration
- To ensure all files to be passed over to operations manager for billing within 2hrs of delivery of goods, each file should contain a full set of documents uploaded to Edocs, copy entry, origin invoices, origin profit shares.
- To be prepared to be flexible, accommodating and assisting elsewhere in the team as and when required
- To escalate and issues or problems in a timely manner

Qualifications and key skills required

Qualifications to include:

- Education GCSE (or equivalent) English and Maths require – A-C grade
- Specialized knowledge
 - Skills 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. Able to prioritise work. Good communicator – both written and verbal. Good numeric skills.
- Experience -knowledge or experience in the following areas is desirable: air, road or ocean movements, customs documentation and procedures, transport procedures, shipping schedules, freight tariffs and rates, ability to raise and complete documentation

KPI's

- To ensure that all deliveries (within remit) are arranged 2 weeks prior to vessel arrival at port, the same to be booked with hauliers.
- To ensure that customs formalities are completed at least 3 days prior to delivery of goods if possible

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

