



## Customs Clearance Clerk

**Reports to:** Customs Brokerage Supervisor

**Based:** Liverpool

**Hours:** Hours for the first 12 weeks will be Monday-Friday 9am-5pm. Shift pattern will follow as 24 hour operation, 35 hours per week.

### About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

### Job Purpose:

The main purpose of the role is to maintain customs formalities and complete customs entries. We are looking to build a team of both qualified and trainee customs clearance clerks.

### Key responsibilities and duties:

- Involved in the day to day customs clearance activities
- Preparation of customs entries to ensure all regulatory and compliance requirements are met
- Preparation of other trade documentation and forms required for certain products by authorities such as DEFTA and Forestry Commission.
- Liaising with importers/exporters and others to obtain mandatory information for import and export entries
- Enter data onto specialist customs software
- Deal with all queries quickly and efficiently relating to customs procedures, tariff classifications, duty rates and any other documentation requirements
- Keep up to date with changes in regulations, laws and customs procedures
- Liaise with Port Health and Customs officials on document checks

### Key skills:

- Previous customs clearance experience preferable
- Interest of the Haulage and customs clearance industry
- Willing to learn the import/export process
- Experience of using customs software preferable
- Excellent administration skills
- Strong organisational skills with attention to detail and a methodical approach
- Strong communication skills essential both written and verbal
- Positive 'can do' attitude and willingness to learn
- Ability to solve problems and work under pressure
- Ability to interpret the legal requirements to members and customers in an easy to understand way
- Experience of working in a fast-paced environment
- Excellent numerical skills
- Self-motivated and ability to organise your own work effectively

**General Responsibilities:**

All employees of the RHA have the following responsibilities:-

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Data Protection Policy**

- To be responsible for the activities required to support the organisation's Data Protection Policy.