

Customs Administrator

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Company: Sioen Industries NV

Location: Ardoorie

Category: computer-and-mathematical

What you do

You will support the Customs Specialist in the daily activities of the customs department.

This position is based at our headquarters in Ardoorie or our distribution center in Moeskroen, where we will together determine the department that best suits you.

As the primary point of contact, you will respond to operational inquiries regarding export declarations, shipments of goods by colleagues from other departments (sales, procurement, R&D, etc.), as well as inquiries from customs representatives or customs authorities themselves.

In collaboration with the import department, you will prepare the necessary import declarations for incoming shipments of finished products and assist in compiling the necessary documentation. You will closely monitor the accuracy of the data communicated to customs through customs declarations, including conducting thorough audits of declarations prepared by external customs representatives.

You will be responsible for tracking export confirmations and processing incoming invoices from customs representatives for their services. Additionally, you will periodically prepare the settlement of inward processing, supporting the export and import departments in collecting and processing the underlying customs declarations.

You will assist in determining the correct product codes, origin, and preferential origin status of our products, both manually and using systems.

Together with the Customs Specialist, you will ensure compliance with existing AEO (Authorized Economic Operator) processes and, in consultation with colleagues, develop new processes where necessary. After documenting these processes, you will ensure their practical implementation.

You will take initiative to find solutions that increase the operational efficiency of the customs department.

Who you are

You preferably have initial relevant work experience in the customs field. Knowledge of international transport (logistics - warehouse - road / sea / air transport) and customs in all its facets, as well as customs software, is a plus.

You are communicative, assertive, have organizational talent, and are results-oriented.

You are numerically inclined and work punctually with attention to detail.

You can work both independently and as part of a team.

You are familiar with Microsoft Office and have initial experience with an ERP package (preferably SAP).

You have a fluent command of Dutch, English, and French (at least level B1).

What to expect from us

A job in a stable, growing, profitable, and international family business.

A more than attractive salary package with fringe benefits such as meal vouchers, 13th month, group insurance, hospitalisation insurance, the possibility of bicycle lease and flexible remuneration, ...

Working in an innovative company that continuously invests in new products, installations, and most importantly: people!

A congestion free workplace in Ardoonie or Moeskroen.

A flexible timetable with respect to a good work-life balance!

Freely scheduled leave.

Partly teleworking possible.

Room for taking initiative.

The opportunity to learn and grow through internal and external training sessions.

Contemporary working environment and offices.

Fun company events.

Last but not least: fantastic passionate colleagues who go for it daily!

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