

Customs Coordinator

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Company: BDP International

Location: Antwerp

Category: other-general

Job Description

Who we are

Engineers of dynamic and innovative solutions forged by decades of experience, PSA BDP empowers global trade and supports our customers' success through process intimacy and purposeful collaboration.

Our expertly trained team members take the extra step and go the extra mile, all to fulfill our dedicated promise to deliver service excellence. We are experts in managing complexity and solving complex global logistics problems to create tangible value for our esteemed customers.

That's why some of the world's leading multinational companies trust PSA BDP to manage their complex supply chains.

At the moment, we are looking for a Customs Specialist.

Exemption Type Exempt (Salaried) Job Requirements

Job summary

Carrying out customs formalities for the import, transit and export of goods.

Handling custom documents from A to Z

Tasks and responsibilities

Prepares all common customs declarations for (cross-border) transport in accordance with legal requirements. Cooperation with approved subcontractors in accordance with agreed rates

Draws up file instructions for the proper handling of import/export transactions and

associated documents. Punctual and flawless order handling and documentation

Collects additional information for customs technical and fiscal declarations.

Signals irregularities in customs matters

Present Customs documents for inspection.

Maintains contacts with Customs regarding requests regarding obtaining a special rate of import duties and other tax-related matters.

If applicable, submits objections, BTI (Binding Tariff Information) applications and discharges and carries out any other correspondence with Customs that may arise.

If applicable, draws up petitions (for, among other things, returns, exemptions, mistakes), and submits them to Customs, stating the reasons.

Collaborates with operational departments for optimal customer service in terms of handling customs formalities.

Strives for a correct and timely handling of customs formalities

Informing customers and internal stakeholders about operational customs matters.

Answers customer questions and advises them on operational customs matters.

Continually seek to improve productivity from quarter to quarter by identifying, learning and with approval from team leader. Implement the most efficient method to complete each process, share processes with fellow team members. New processes shall conform to all corporate and customer standards and requirements.

Authorities

Authorized to perform the above mentioned tasks autonomously

Make recommendations for improvements and/or changes to improve the overall Quality.

Requirements

At least 3 years of work experience as Customs Specialist.

Completed Customs training

Experience with an automated declaration system for import, export and transit declarations

Good knowledge of modern software applications (such as Ms-office)

Experience working in sea freight forwarding

Pro-active in preventing errors and improving processes.

Good Dutch and English expressiveness in word and writing for the preparation of customs documents.

Social skills for maintaining internal and external contacts on an operational level.

Accuracy in processing data and preparing declarations.

Analytical ability for applying regulations and drafting objections.

Service-oriented attitude for answering questions.

Representative in contact with the customer.

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