

Customs Process Administrator

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Company: Maersk

Location: Antwerp

Category: computer-and-mathematical

Maersk is transforming into the global integrator of container logistics and changing the face of the logistics industry by becoming the first truly integrated service provider across shipping-owning ocean services, airfreight, landside, lead logistics, and contract logistics.

Every day, we contribute to an inspiring workplace where we embrace our pioneering spirit, value our diversity and fulfil our potential – for our customers, our company and each other.

Join a global leader as we embark on an industry-defining digital transformation that will revolutionise trade. You'll play a vital part in our success, managing the customer experience, and building the experience to advance your career.

KGH - a Maersk company offers a comprehensive range of innovative solutions and services to over 28,000 customers from all kind of industries in Europe. We are more than 1 000 customs experts operating in 23 countries. All offices are strategically located at key ports and border crossings. Our business model and customer offering addresses strategy and compliance, operations and digitalisation opportunities. This breadth and depth of capabilities and geographical coverage make us unique compared to competition. the Customs Process Administrator (CPA) for the Customs Control Tower is responsible within a team for the coordination, organization, and follow-up of customs services, within a single point of contact.

A CPA receives extensive internal and external training and daily support.

The role and competencies become more complex and rewarding over time to enhance the collaboration with our clients.

Key Responsibilities:

- Processing customer requests in the company's software modules.
- Analyzing received documentation for accuracy and legality
- Preparing documentation to the broker
- Supporting customs investigations
- You are customer focused and share ideas and initiatives with your direct supervisor
- You are an active team member sharing knowledge and expertise.
- You will participate in customs related projects as required

Who we are looking for:

- Administrative experience
- Understanding of logistics and import/export processes is not required but beneficial
- Willingness to learn about customs, training will be provided
- Attention to detail and ability to meet deadlines
- MS Office skills (Outlook, Word, Excel) and ability to adapt quickly to software
- Good communication skills
- Fluent Dutch and English are a must

If you are interested to know more about this opportunity, please apply directly.

We are looking forward to getting in touch with you!

Maersk is committed to a diverse and inclusive workplace, and we embrace different styles of thinking. Maersk is an equal opportunities employer and welcomes applicants without regard to race, colour, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, pregnancy or parental leave, veteran status, gender identity, genetic information, or any other characteristic protected by applicable law. We will consider qualified applicants with criminal histories in a manner consistent with all legal requirements.

We are happy to support your need for any adjustments during the application and hiring process. If you need special assistance or an accommodation to use our website, apply for a position, or to perform a job, please contact us by emailing <.

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