

The Pearman Watlington Group of Companies Ltd.

requires a

Customs Clearance Clerk

This position involves the preparation of Customs documentation to ensure that goods being imported meet all HMS Customs requirements. It involves determining the level of duties to be paid as well as all shipping & freight charges. Responsible also for the timely payments of duties, shipping & freight. Familiarity with entering details onto customs software.

Responsibilities:

- All aspects of customs clearance procedures as well as assistance with Accounts Payables functions, both local & foreign.
- Keep current with local shipping arrivals & manifests.
- Match invoices to manifests on a weekly basis and obtain any missing invoices liaising with vendors.
- Advise purchasing of any problem invoices before shipment arrives so that a course of action can be decided.
- Prepare customs entries for shipments when invoices are available, allocating the correct tariff codes.
- Delivery of documentation to Customs.
- May be required to attend meetings with Customs Officials in the application of duty refunds & tariff reclassification as appropriate.
- You will be required to be fully conversant with import laws & regulations. You will be expected to maintain your understanding & keep up-to-date with changes as they occur.
- This job also requires you to liaise with officials in various agencies to ensure goods are cleared through custom or quarantine.

Key Skills & Qualifications:

- Minimum of 3 years previous experience working in a similar role preferably in a retail environment.
- Thorough understanding of customs procedures & tariff codes.
- Strong communication skills are vital in this role both written & verbal.
- Excellent interpersonal skills are required in the role of Customs Clearance Clerk as you will be dealing with various entities in the course of your daily work.
- Complex problem solving & the ability to engage critical thinking skills will be required as well as the ability to actively listen & interpret concisely.
- Must be self-motivating & be able to organize work effectively & maintain records.
- Computer literate, as well as thorough knowledge of electronic submission of BCDs.

The Pearman Watlington Group is an Equal Opportunity Employer & has a Drug Free Workplace Policy.

We reserve the right to perform reference checks, criminal background checks & random drug testing.

.At least two (2) recent written references are required

APPLICATIONS SUBMITTED WITHOUT WRITTEN REFERENCES WILL NOT BE CONSIDERED.

Qualified applicants should apply in writing, enclosing resume, written references &/or certificates of qualifications to:

The Human Resources Administrator

P.O. Box HM 840, Hamilton HM CX

e-mail: dross@thewaterfront.bm

Closing Date for Applications: April 18th 2019