



*BGA Wholesale
Distributor and Pitt &
Company invite
applications for an
experienced:*

Customs Clearance Clerk

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*The successful applicant will receive a
competitive salary and benefits package
that includes Major Medical, Dental and Life
Insurance as well as Group Discounts for:
The Phoenix Stores, SAL Limited, Aberfeldy
Nurseries, Pitt & Company and BGA
Wholesale Distributor.*

Reporting directly to the Financial Controller, the incumbent will be responsible for all customs clearance functions and related duties for both Bermuda General Agency and Pitt & Company.

RESPONSIBILITIES WILL INCLUDE:

- Working with Buyers to ensure the timely receipt of accurate and complete incoming invoices;
- Obtaining and matching the Manifest, Bill of Lading and Delivery Order with invoices;
- Inputting invoice details into the AS400 and checking tariff codes;
- Preparing computerized BCD and remittance payable to the Accountant General. Obtaining appropriate approvals;
- Communicating and working with Customs daily to resolve any outstanding queries or problems;
- Preparing Entry by Deposit/Temporary BCD for shipments where necessary. Logging deposits and monitoring returned deposits;
- Preparing proforma BCDs for Bonded Stock and acquitting proforma BCDs within 10 days;
- Performing Bond-to-Central-Transfer BCDs as well as Bond-to-Bond BCDs and ensuring that the Bond Book is updated;
- Preparing weekly Bonded Stock activity report for Customs;
- Updating weekly foreign exchange rates immediately once posted on the Bermuda Government Customs' website;
- Preparing and posting journals in the accounting system. Completing reconciliations as required;
- Approving shipments in the AS400 on a daily basis ensuring that shipment adjustments are processed prior to approval;
- Preparing all marine insurance claims for damaged goods as required;
- Performing backup duties during absences;
- Any other duties applicable to the level of the position as required.

REQUIREMENTS:

- A minimum of one year of customs clearance experience - previous experience in a wholesale environment of a similar nature will be an asset;
- Detail-oriented with strong analytical and problem-solving skills;
- Demonstrated ability to organize and prioritize workloads with a commitment to meeting deadlines;
- Ability to communicate well both verbally and in writing with both internal and external parties of all levels;
- Computer literacy and proficiency in Microsoft Office and computerized Customs and Accounting systems.

Interested applicants should apply in writing by the 13th May, 2019, the Human Resources Manager, BGA Wholesale Distributor, P.O. Box HM 506, Hamilton, HM CX, or direct submissions via email to: cpacheco@bga.bm.

*Only applicants short-listed for interviews will be contacted.
All applications will be treated in strict confidence.*