



## **Customs Agent**

### **Principal Responsibilities:**

1. Prepares necessary customs paperwork to enable import, export and transshipments procedures to take place in a timely, efficient and effective manner for consignments arriving/departing via aircraft. master airway bills, cargo manifests and general declarations, invoices and other related paperwork.
2. Prepares forms detailing customs duties, tariffs and taxes fees to enable timely recovery of costs.
3. Prepares international manifests to ensure responsive and efficient customs clearance are possible.
4. Ensures full compliance with Bermuda customs and tax laws and in line with FedEx policies, procedures, practices and rules.
5. Interfaces with customs officials and coordinates customs activities with internal operation employees.
6. Contacts customers for additional information and to inform them on duties and taxes to be paid.
7. Maintain all customs documentation well organized and properly filed.
8. Performs sorting (must be able to lift / maneuver 75lbs) at the station and retrieves air freight from carriers as required.

Principal responsibilities are those most important or most frequently performed duties. The incumbent will perform other duties as required.

### **Knowledge, Experience, Skills, and Abilities Required:**

High School degree/Equivalent. Two to three years in International freight/cargo customs policies, procedures, rules and laws. Knowledge of airport and customs clearance procedures preferred. Personable and good written and verbal communication skills. Drivers license. General office skills and computer literate. Experience with Bermuda Customs CAPS system would be considered an asset.

**Federal Express Bermuda Ltd., 3 Mills Creek Road, Pembroke**

**Closing date: July 5<sup>th</sup> 2019**