

Role Profile

Job Title: Customs and Transport Administrator
Department: Transport
Reports To: Transport Manager

Role Overview

Reporting to the Transport Manager, the main objective of the role is to be the customs and transport administrator for the weekend shift. The successful candidate will be required to work from

Tuesday to Saturday between the hours of 5:30 to 02:00.
Friday /Sat will earlier start/finish

Main Duties

- Import and export customs entry
- Liaising with Hauliers for shipping information & documentation
- Ensure all shipping information is given to Hauliers and Despatch
- Ensure all relevant paperwork is completed in time to provide customs clearance for despatch
- General Transport Administration

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Ability to work under pressure and on their own initiative
- Ability to prioritise objectives and duties
- Good PC Skills, particularly Microsoft Excel
- Good Communication skills both written and verbal
- Good organisational skills and capable of working at fast pace

Experience and Qualifications

- Minimum 1 years' experience in a similar role but not essential as training will be provided
- Excel experience preferred and good computer knowledge