

## Customs Coördinator

Do you like a dynamic work environment? And do you have good communication skills? Then you are the Customs Coördinator we are looking for!

As Customs Coördinator you have the responsibility to ensure that all customs documents are in order and meet the requirements. Furthermore you have an important information function towards the parties involved and the customer.

Obviously you will not be doing this alone, but together with your team. The team consists of 6 people. You will report daily to the Compliance Manager. There will always be a path for support with extensive experience to fall back on.

### What are you going to do?

Daily duties but not limited to :

- Preparation of job files for shipments in Cargowise system ;
- Preparation and completion of customs entries for both import and export shipments;
- Dealing with other agents for shipment details and release of goods for 3rd party customs declarations ;
- Continuous provision of full Customs Compliance;
- Invoicing VAT and Duty where applicable directly;
- Invoicing customs charges per shipment, where applicable;
- Assisting importers with classification of goods and general customs knowledge where required;
- Communicating with HMRC departments such as CDS, Port Health, Ports etc where needed for information and assist;
- Communicating with KLG Venlo, NL regularly to assist with smooth running of daily shipments;
- Collating data and running reports for specific importers where required;
- Creating of TAD on export shipments;
- All miscellaneous administrative tasks necessary to the customs department.

### Location

- Bradford, BD12 0NB

### **This is what KLG Europe offers:**

- An expert team, with whom you achieve the result together and can look back with pleasure on your working day and your completed planning;
- Working at a growing and core healthy logistics service provider where standards and values have played an important role for decades;
- Good working conditions, with a nice salary based on full-time employment;
- Working in an approachable organization where lines of communication are short;
- Attention and room for training, personal development and growth opportunities;
- An informal and good working atmosphere;
- Space for personal input and creativity;
- A dynamic, international and innovative work environment;
- Fun activities and outings;
- Lunch paid for every Friday.

Also watch our movie about working at KLG: [Working at KLG Europe](#)

### **Your profile**

- Minimum of 2 years experience in a similar position;
- Some experience with the Cargowise system is a plus;
- Ambitious and eager to learn and develop their career in our customs team;
- Strong communication skills;
- You have the ambition to grow within our organization;
- You are flexible, a team player and not afraid to pick up the phone;
- You are good with the Microsoft Office package;
- Live within a 20-mile radius of Bradford.

### **KLG Europe**

KLG Europe is a global logistics service provider that has managed to combine the qualities of a multinational company with the culture of a family business. Our people are the most important factor. They are the foundation of our company and our success. KLG Europe stands for Borderless Logistics and we offer our people not only borderless opportunities but also a stable home base. We are therefore happy to invest in the growth and development of our employees.

### **Interested?**

Are you interested in a career at KLG Europe? Then respond quickly by emailing your response to [j.wood@bradford.klgeurope.com](mailto:j.wood@bradford.klgeurope.com) or [l.kirby@bradford.klgeurope.com](mailto:l.kirby@bradford.klgeurope.com).

For questions, please contact Jamie Wood, tel. +44 0 1274 711498.

For more information, we invite you to visit our website [www.klgeurope.com](http://www.klgeurope.com) or [www.workingatklg.com](http://www.workingatklg.com)