

Customs Clearance Administrator

- [Tamworth, Staffordshire](#)
 - From 24,000 - £30,000 per annum
 - [HTE Recruitment](#)
 - Permanent
 - Posted 10 days ago
-

Customs clearance Administrator (24-30k + great benefits package) required for an international Logistics company. This company has branches in various countries around the world, this role is for the Tamworth office. The company covers a wide range of Logistics functions and work with some of the biggest names within the industry.

The role:

We are looking for a **Customs Administrator** who will work on the paperwork within Customs department for Road, Ocean, and Air. This role will include all the normal customs duties. The company covers all the multi-modal ways to move freight including Road, Ocean, and Air.

Experience:

We are looking for a Customs Clearance Administrator who has some previous experience in administration and understanding of Customs clearance. Highly organised with good attention to detail. Good knowledge of MSOffice, Word and Excel are essentials. Self-motivated with ability to work unsupervised and prioritise tasks.

Benefits:

38 days paid leave per year (26 days annual leave + 12 bank holiday and concessionary days)

·Local government pension scheme

- Private healthcare
- Excellent staff development opportunities
- Salary sacrifice car leasing, tech, and cycle schemes
- On-site car parking
- Hybrid Working Opportunities
- Free On-site Gym Membership
- Employee Assistance Programme

Apply today

Upload CV and Cover letter addressed to:

Gary Thomson

Freight Solutions Ltd.

24-48 Vittoria Street

Birmingham

B3 3NZ

October 3rd, 2022

Eva Stefanova
8^a Three Shires Oak Road
B67 5BA
Smethwick

Gary Thomson
Freight Solutions Ltd.
24-48 Vittoria Street
Birmingham
B3 3NZ

Dear Gary Thompson,

In response to the recent job advertisement, please accept this letter in application to the Customs Clearance Administrator position at Freight Solutions Ltd.

As you can see on my enclosed resume, my training in Customs, as well as my strong IT skills and experience make me a strong candidate for this position.

I would appreciate the opportunity to discuss this position further with you in a mutually convenient time.

Thank you for your consideration.

Yours sincerely,

Eva Stefanova

EVA STEFANOVA

8A THREE SHIRES OAK ROAD- B67 5BA-BIRMINGHAM
07701067640 • stefanovaeva88@gmail.com

PERSONAL PROFILE

I am a self-motivated individual with first-rate communication and interpersonal skills. I have gained good experience working directly with My great attention to details and ability to prioritise duties have earned respect and credibility from colleagues and clients. Highly organised and confident in using Word, Excel, MS Office, and data base software.

WORK EXPERIENCE

Cooksongold precious metals: 2018 - current

Customs clearance assistant administrator

- Implement of import and export standard declaration procedures
- Ensure all customs invoices are processed on timely basis
- Assisting with giving customs clearance to carriers
- Allocating and reviewing customs commodity codes/country of origin
- Managing and maintaining databases
- Assisting with customs clearance documentation for road, ocean, and air
- Liaising with other departments within the company as required
- Effectively and confidentially managing data and information
- Archive data entry of shipments
- Creating necessary reports to track data weekly and monthly
- Ensuring compliance obligations are met

Extra-personnel recruitment agency: 2015 -2018

Receptionist/Administrator

- Welcoming visitors
- Provide a friendly and helpful telephone service
- Set up system to manage and keep accurate records of meeting rooms bookings
- Ensuring systems/paperwork are kept updated and consistent
- Providing information for reports as required
- Assisting management team to ensure compliance with regulatory requirements
- Ensure reception area is kept tidy

Gusto Restaurant, Birmingham, England: 2012 – 2014

Hostess

- Meet and greet visitors in a pleasant, friendly, and welcoming manner
- Allocate clients to their assigned tables
- Managing reservation system

EDUCATION

University of Wales Trinity Saint David 2022- ongoing

Skills for the workplace

Institute of Export and International Trade 2021

International trade diploma Level 4

CIPFP Misericordia, Valencia, Spain: 2004 – 2008

Spanish Baccalaureate

Claret, Valencia, Spain: 2000 – 2004

E.S.O.-Secondary school

ADDITIONAL SKILLS

Microsoft Excel Advanced 2020 certificate

Microsoft Excel 2019 Beginner certificate

Data analyst with tables and Pivot tables Microsoft Excel 2019 certificate

REFERENCES

Available upon request

