

## CUSTOMS & TRADE ADVISOR - JOB DESCRIPTION

**Job Title:** Customs & Trade Advisor **Location:** Devere House  
**Department:** Chamber International **Reports to:** International Trade Director

**Salary:** Upto £27k OTE (dependent on skills and experience)  
**Hours:** 9am to 5pm (additional hours, as and when required)  
**Holiday:** 33 days holiday including bank holidays  
**Pension:** Contributory

**Main function of job:** (Note: In addition to these functions, employees are required to carry out such other duties as may reasonably be required)  
Complete import and export customs entries, and give advice on customs procedures and international trade

**Supervisory responsibilities:** None

### **Main duties/responsibilities:**

1. Build relationships with clients and get to know their supply chains
2. Scope new enquiries for Chamber Customs and onboard new customers
3. Complete import and export entries accurately and in a timely manner, and complete follow-up actions on clearance
4. Respond to customs-related enquiries including commodity coding, trade preference, duties, valuation and customs transit
5. Identify opportunities for better duty management and customs simplifications such as Inward Processing, Outward Processing, Customs Warehousing, Approved Exporter, Duty Deferment, Returned Goods Relief, VAT postponed accounting
6. Keep up-to-date with HMRC compliance practices and current legislation/regulations, through continuous professional development
7. Create and maintain records for accounts, budgeting and contract purposes
8. Ensure that learning from client engagement is shared with the team
9. Log all activity on the CRM system