


JOB DESCRIPTION		
Position :	CUSTOMS ADMINISTRATIVE	
1. ORGANIZATION CHART		
Area:	Customs &Special Services	Department:
Direct Supervisor:	Customs Supervisor	
		
2. MISSION (POSITION OVERVIEW)		
Achieve	How	According to which guidelines...
<ul style="list-style-type: none"> ·Ensure the minimum delay of the transport deliveries. ·A correct assignation between transport expenses and expeditions. ·Provide our costumers with a competitive and efficient transport alternative when needed 	<ul style="list-style-type: none"> ·Ensuring that delivery documentation is correct to manage the custom clearance. Using all computer systems provided by SEUR. ·Managing the customs process through system's tool and creating databases in cooperation with suppliers and consignees. 	<p>To those dictated by the Manager and the instructions and internal regulations within SEUR INTERNATIONAL & SEUR Group.</p>
3. ESSENTIAL DUTIES AND RESPONSABILITIES		
Receive and communicate the documentation of deliveries subject to export and import customs clearance.		
Inform to the Operations Area of any incident that cause a problem in the delivery in order to update the system and Customer Service Area be able to manage it.		
Verify the customs clearance, verifying that all custom details are correct and reflect the information provided by the client.		
Print and deliver customs documentation to Operations Area.		
Update the Europe Community departures date in systems and check that all deliveries are finalized to ensure compliance with customs regulations.		
Register in customs systems the Import parcels communicated to us and they are supposed to arrive on the day.		
Carry out the procedures and customs clearance necessities to release the parcel in Custom area and give instructions to the Operations Area to process them.		
Communicate to the Operations Area the freed customs expeditions to process them to destination, as well as the expeditions that must be placed in customs area until new instructions and the incidents to the Customer Service Area.		
Manage the parcels that need a special import procedure and inform to the clients the amount has to be paid once it is received.		
Carry out the customs clearance according to the DUA instructions. Transmit information and manage with customs all the procedures.		
Updated in NOS system the expenses and taxes generated by the management.		
File the documentation with the correspondent notes and register the departures and arrivals generated during the day.		
Website follow up of the updated delivery information to introduce it in the agent or company website.		
Verify the Canarias destinations details, validate the EORI sender number in the Europe Commission Website, get recipient NIF details and update data files.		
Provide information and offer alternatives to clients when there is no services adjusted to their needs.		
Set transport documentation needed to air companies.		
Set pro forma invoices for expenses.		

Manage the cargo plus services.			
Verify the invoices issued by the different suppliers.			
Renew and update the cost rates in GPCI and air fuel cost monthly.			
Update the delivery cost rates provided.			
Calculate and register the amount spent for airline, fuel, security, taxes, etc. daily.			
Make reports weekly and monthly about courier expeditions.			
4. EMPLOYEES IN CHARGE			
DIRECTS	INDIRECTS	OUTSOURCE	TOTAL
0	0	0	0
5. ECONOMIC MAGNITUDE IN EUROS			
Sales Budget :			
Incomes Budget:			
Expenses Budget:			
Investments Budget:			
6. RELATIONSHIP WITH OTHER DEPARTMENTS (INTERNAL AND EXTERNAL)			
INTERNAL			
AREA/POSITION	REASON	FREQUENCY	
Operations	Exchange of documentation and information about deliveries assigned to customs control, coordinating the deliveries' departures. Manage ADT departures once the customs clearance has been made.	Daily	
Invoicing	Provide the necessary information to do the administrative and finance control of the operations correctly.	Daily	
Customer Service	Communicate all irregular deliveries situations, coordinating the final solution.	Daily	
SEUR Group	Exchange information about done and expected delivery. Manage delivery incidents related to customs.	Daily	
EXTERNAL			
AREA/POSITION	REASON	FREQUENCY	
Agents	·Exchange information about done and expected delivery. ·Check and claim incorrect invoices.	·Daily ·Regular	
Air Companies	·Make bookings to ensure the parcel will be sent the day requested. ·Check and claim air companies invoices.	·Weekly ·Regular	
Handling Companies	Manage incidents and invoices' claims.	Occasionally	
Customers	Information, services requested and documentation exchanges.	Regular	
Customs	Manage customs clearance and requirements.	Daily	
7. KNOWLEDGE, SKILLS AND ABILITIES REQUIRES			
Qualifications:	Higher technical certification in Transport or International Trade	Specific skills:	English level C1 Custom procedures System S4
Office:	Excel and Word - user level	Experience:	At least 1 year in transport companies Experience in a similar role desirable

Adaptation period	4 months	Drive license:	
Own vehicle:	-	Languages:	English - medium level
8. VALUES			
PROFILE			
ALIGNED	Team work to achieve common goals with a positive attitude, understanding that we are all one.		
HONEST	He/She is transparent in their relationships with other and act in good faith, being consistent with his/her decisions.		
PROUD	He/She feels part of the company, transmitting illusion by SEUR.		
RESPONSIBLE	He/She makes an effort to achieve SEUR objectives assuming the results as his/her own.		
AGIL	Prioritize, plan and offer simple solutions, being efficient and optimizing his/her time and resources.		
COMMITTED	He/She is involved in the timings and structure, always looking for improvements.		
8. OTHER INFORMATION			
Good tools management			
Well-mannered and pro-active person			

* Job Descriptions Instructions