

Instructions:

1. Ensure the percentage (%) sign is included on all figures in the 'Approx. % of time annually' column.
2. To update the total percentage calculation, right click the total percentage cell (shown as 0% below) and choose update field.

DEPARTMENT:	Brokerage Operations
LOCATION:	Piarco / Pt Lisas / Port-of-Spain / Medway / Piarco Air Services Limited / International Shipping Limited / Chaguaramas
JOB TYPE:	Field Clerk / Office Base
JOB TITLE:	Customs Clerk II (Clearance / Assessor)
DIRECTLY REPORTS TO:	Port Supervisor / Team Lead CORS
DEPARTMENT LEAD:	Tajae Ayoung Chee
OVERSEEING ELT MEMBER	Shelly-ann Ramnanan-Singh

JOB PURPOSE:

The Customs Clerk II must have thorough knowledge of Customs laws and procedures to physically lodge documents and customs clear cargo at Ports or Bonded warehouses. He/she must utilize sound judgement and discretion in completing their duties as a Customs Clerk. In addition, a Customs Clerk II must be capable of processing customs entries on Asycuda and signing any Customs forms as deemed necessary.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Receive and screens documents thoroughly for errors before lodging with Customs for screening/examination.	20
2. Report any problems to the office with respect to documents or if any encountered during the examination.	5
3. Pay entries at Ports/Bonds when required.	5
4. Collection of Delivery documents from Agents.	5
5. Ensure during examination of containers, all pieces are counted, and quantity are accounted for before signing out cargo for delivery to client.	10
6. Ensure all proof of deliveries (POD) are completed and signed before giving to client	5
7. Ensure all paid receipts and signed PODs are uploaded onto Laser/returned to office the very next workday after clearance.	5
8. Attend to any queries at customs and assist where necessary.	5
9. Oversee the opening of containers at the Container Examination Station (CES) station for examination.	5

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10. Record all short or damaged cargo and have port prepare survey. Take photos off damaged cargo and report it immediately to Port Supervisor.	5
11. Ensure cargo is verified at Bond upon clearance and as standard procedure take photos of loaded truck as proof that it was loaded correctly, and all items are accounted for.	5
12. Process bills and other documents for entering good on Asycuda system (Documentation)	20
13. Obtaining Customs Release for Approved Undertaking shipments	5
14. Any other services that may be required	5
15.	
<i>Total:</i>	<i>100%</i>

Include the meanings of all acronyms used in the Job Duties above e.g KPI is Key Performance Indicators.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of Grade 2 Customs License.
- Minimum of 2 years’ experience in a similar position.
- Must have a working knowledge of the Asycuda system.
- Must be competent in all matters, laws and regulations relating to importations and exportation of goods.

PERSON SPECIFICIATION:

- Confidentiality
- Possess integrity and ethics
- Detail oriented
- Able to meet deadline
- Problem analysis and problem-solving skills
- Strong reporting and analytical skills

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.

- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home / On the field.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.

I hereby confirm I have read and accept the duties and responsibilities outlined within.

EMPLOYEE SIGNATURE:

EMPLOYEE NAME (PRINT):

DATE: