

Customs Agent

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high quality service for all our customers.

We are looking for a Customs Agent to join our team in either Belfast or BBP.

The Role

Reporting to the UK Logistics Manager, your role will be to manage data input and ensure accurate information is provided in a timely manner from multiple customs sources.

- Production of UK export declarations, UK import declarations and corresponding documentation
- Manage the TSS (Trader Support Service) Portal, ensuring all declarations are submitted on time
- Managing compliance of customs process in aid of achieving 100% compliance for all declarations
- Production and reviewal of documentation ensuring import/export consignments are HMRC compliant
- Consultation with HMRC agents to achieve passage of goods through import/export processes as required
- Assignment of correct tariff codes to consignments
- Liaising with suppliers to obtain relevant paperwork in relation to import shipments
- Working with wider customs team to ensure daily completion of relevant tasks
- Assisting suppliers and customers with ad-hoc queries
- Any other administration duties as required
- Working closely with internal purchasing teams nationally and also overseas international suppliers
- Dealing with domestic and international transport suppliers and supply chains

The Candidate

Operational customs experience in freight forwarding/customers broker/customs agency/customs department working environment is essential.

You will need strong working knowledge of customs processes at an operational level, along with a genuine understanding of the key principles i.e. import/export procedures, tariff classification, valuation, origin, etc..

You will need to be self-motivated, have strong organisational skills and excellent communication skills, both verbal and written, in order to be able to communicate and build good relationships with both external and internal customers. You will need to be able to work to deadlines and remain focused at all times, have good all-round IT skills and to be able to prioritise workload.





To Apply

If you are interested, or know of someone who might be, please contact Katia Sparks, Group HR Officer, on 01825 747 324 or email your CV to careers@trifast.com

