	Brokerage Supervisor		Document Number:
	Job Description		JD-OPS-09.17
	Department: Global- Operations- Brokerage	Effective Date: October 17, 2016	Revision No 1

I Reason for Existence


The Brokerage Supervisor is responsible for day to day Customs Clearance operations of import and export shipment of the company's clients.

II Duties and Responsibilities

1. Handle the computation of duties and taxes for import shipment including tariff classification as well as the documentary requirements to release and deliver shipment.
2. Check and approves the correctness of data lodgment of entries to Bureau of Customs Import Declaration System and Automated Export Data System.
3. Delegate field work to Customs Representatives in relation to customs processing, shipping line endorsement and to other related government agencies.
4. Assist to check shipping details and shipping charges while this to include in delegating to its Customs Representatives or to Operations Assistant.
5. Approve request for cash advances in relation to releasing of the shipment including request for payment for shipping lines, consolidators, warehouse operators and port operators.
6. Communicate with clients with regards to import and export shipment including attending meeting if need arises.
7. Assist Sales/Marketing/Customer Service Departments in handling client requirements in import clearances and permits to export and to import.
8. Represent clients to Bureau of Customs and other related government agencies.
9. Communicate with trucking operators for the delivery requirements.

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10. Evaluate performance of Customs Representatives under his/her direct supervision.
11. Handle documentation requirements of the Brokerage Department.
12. Perform any other function as assigned by his/ her immediate leader.

III Minimum Qualifications

1. Graduate of BS Customs Administration.
2. A licensed Customs Broker.
3. Minimum of three (3) years working in a similar position or exposure in Brokerage Operations.
4. Articulate, presentable, smart and has leadership potentials
5. With good command and proficient in verbal and written English.
6. Self- motivated to learn new concepts and participate in new projects.
7. With ability to motivate and coach personnel under his/her direct supervision.
8. Computer literate, knowledgeable in office application suite.
9. Aggressive, confident, energetic and goal driven.
10. Be able to operate under pressure and meet deadlines.

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