

	Position Description Manual
Department: Brokerage	Position Title: Customs Declarant
Effective Date:	Revision No.:

I. REASON FOR EXISTENCE

Customs Declarant first point of contact for the business with respect to a regular disclosure of the economic customs regulations import, export and transit. Responsible for solving operational customs issues, increasing customs awareness and participation in full compliance.

II. DUTIES AND RESPONSIBILITIES

1. Responsible in coordination of incoming vessels and shipments with customers, freight forwarders, shipping companies, ship agents, customs personnel, warehouses, truckers
2. Classify commodity/product against the AHTN
3. Responsible in computing duties and taxes
4. Coordinate with shipping companies, forwarders, and other people who may have connection relative to any incoming shipment in order to ensure that proper documentation is being prepared on time to avoid delay in releasing of cargo within the customs authorities
5. Responsible in performing E2M lodgement without delay
6. Responsible in liaising with customs offices and other government entities to ensure that all corresponding requirement for the speedy release of cargo has been complied and in proper order
7. Responsible in coordinating and liaising with PEZA offices when the job requires
8. Responsible in the release and delivery of commodities and shipments from the port to the customer/consignee's warehouse facility.
9. Responsible in doing administrative works and reports on every activity

10. Perform other functions that may be assigned by the management from time to time.

III. QUALIFICATIONS

1. Candidate must possess at least a Bachelor's/College Degree preferably with a degree in Customs Administration or equivalent
2. Qualified broker and/or excellent knowledge about customs/VAT regulations
3. Ability to prepare customs clearing documents and lodge entry using e2m facility, knowledgeable in cargo releasing of both air and sea cargo, familiar with regular import releasing (LCs and Non-LCs), Transshipment, Personal Effects, Informal Entries.
4. Highly motivated individual that's prepared to invest in developing Customs skills
5. Computer literate, knowledgeable in office application suite
6. Strong organizational, analytical and interpersonal skills.
7. Self motivated to learn new concepts and participate in new projects.
8. Has excellent verbal and written communication skill.
9. With proven people skills.
10. Excellent leadership skills and should be able to drive change.
11. Flexibility and stress tolerance.
12. Strong ability in training, motivating and coaching.
13. Systematic and detailed oriented.
14. Problem solving skills

Prepared by: Delia M. Pantes Vice President & COO	Reviewed by:	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
---	--------------	---	---