

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

I. REASON FOR EXISTENCE

Customs Representative shall be responsible in coordination of incoming vessels and shipments with customers, freight forwarders, shipping companies, ship agents, banks, customs personnel, warehouses, truckers, and up to receiving of delivery.

II. DUTIES AND RESPONSIBILITIES

1. Responsible for Import/Export Customs Processing including outports
2. Coordinate with Shipping lines / Freight Forwarders for arrival details and charges of import shipments and promptly request payment from Accounting Department to ensure import entries are filed on time
3. Prepare and accomplish applicable customs clearance forms (i.e. import entry, transshipment permit, CEWE etc.)
4. Process import entries
5. Coordinate with Customer Service regarding turnover of gate pass to trucker
6. Ensure the carrier provides Bad Order report for all shipments received with damage
7. Submit liquidation of Cash Advances on time as prescribed by Accounting Department to ensure billings are also made on time & immediately return excess amount due to company, if any
8. Monitor & report daily the status of processing to Custom's Broker/Office

9. Handle other errands of Customs Broker that are needed to ensure fast clearance & delivery
10. Process entries at outports such as Subic, Batangas & PEZA ZONES outside MNL
11. Compute duties/taxes
12. Lodge import entries online
13. Process Export Declarations
14. 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.

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