

How You'll have an Impact:

Once you have spent some time immersing yourself in the company culture and getting to know the various departments, you will learn about Customs and be providing service to our operations departments working on the Customs processes associated with Brexit.

CUSTOMS COORDINATOR

Wrocław, ul. Wagonowa 2A

Essential Functions:

Manage operational tasks associated with customs clearance including:

- Data entry into customs brokerage portals
- Managing and handling customs documents within our in-house system
- Reviewing and assessing customer's data and invoices to ensure accurate information is used for customs purposes
- Working with ops reps responding to their queries and problems associated with customs
- Identifying and resolving issues with customs paperwork
- Helping to manage the Customs Team's inbox, managing workflows for team
- Other duties as assigned based on business need

Essential Competencies:

Skills

- Attention to detail – important that customs inputs are correct, and loads updated correctly
- Ability to review data critically and intelligently
- Communication – You will be speaking with colleagues over the phone & face to face.
- Problem Solving – Must have a positive attitude and be prepared and able (and enjoy!) to solve issues as they arise

Language Requirements

- Ability to speak English fluently
- Additional language proficiency/fluency is a plus

Preferred education and experience:

- Graduate level
- Customer service experience

What we offer

- O site training - we will learn you everything you must know to succeed
- Work in international and supportive environment
- Group Life Insurance
- Private Health Care
- Sport Package
- Casual dress code
- Company events
- Warm welcome to The Pack
- Mental Health First Aiders trained in the office

If you are interested, please send your application by clicking on the button.

