

## Part-time customs clearance administrator

### The Role

The overall purpose of the role is to be part of the team starting up a customs clearance function for Brexit within the Southgate Distribution. This team will deliver an efficient and effective service to our customers, while meeting the necessary compliance requirements for the customs clearance of goods into the UK. This role is on a part-time basis and would consist of between 8-16 hours per week.

### Responsibilities

- Efficient preparation and submission of customs documentation online
- Respond promptly to customer queries
- Ensure compliance with all Revenue regulations
- Reporting requirements

### Requirements

- Previous experience in a related industry / customs clearance preferred, however training and upskilling will be provided by the company.
- High degree of attention to detail and accuracy
- Excellent IT skills