

## JOB DESCRIPTION

<b>Job Title:</b>	Import / Export Apprentice
<b>Department/Cost Centre /Location:</b>	Sutton
<b>Reporting to:</b>	Supply Chain Supervisor
<p><b>MAIN JOB PURPOSE:</b>            The apprentice will be working towards the responsibilities of an Import Export specialist as follows: Provide excellence in customs management and compliance to our customers whilst ensuring that the provision of this service is fully compliant with HMRC requirements and other relevant bodies</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <p><b><i>Documentation and Customs Clearance</i></b></p> <ul style="list-style-type: none"> <li>• Obtain shipment and Customs clearance documentation through liaison with internal and external parties, ensuring proper coding for appropriate duty/tax and correct filing of documentation.</li> <li>• Provide customs clearance instructions to import &amp; export agents, suppliers, and customers on a daily, weekly, and monthly basis. Ensure correct tariff/CPC codes are used, verify the accuracy of customs clearance paperwork from external service providers, and challenge any incorrect entries.</li> <li>• Control and manage import and export documentation for Mitchell Powersystems.</li> <li>• Complete import and export documentation as required by HMRC customs and excise, in line with business requirements and internal instructions.</li> </ul> <p><b><i>Relationship Management</i></b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong working relationships with suppliers and export customers.</li> <li>• Engage with colleagues, providing guidance and hands-on support for their import and export requirements.</li> <li>• Collaborate with suppliers to obtain relevant data for origin of goods declarations and Certificates of Origin when required by customers.</li> </ul> <p><b><i>Compliance and Reporting</i></b></p> <ul style="list-style-type: none"> <li>• Organise documents into appropriate electronic folders, maintain compliance spreadsheets, audit documentation and keep logs of any errors/error corrections.</li> <li>• Stay updated on all regulatory and legislative changes to provide the best advice to the business.</li> <li>• Handle MSS reporting and analytics.</li> <li>• Allocate costs to the correct cost centre for the Deferment account.</li> <li>• Process invoices, handle queries and reconcile import and export activities.</li> </ul> <p><b><i>External Liaison and Audit Management</i></b></p> <ul style="list-style-type: none"> <li>• Ensure correct invoicing on imports, separating transport costs from the cost of goods.</li> <li>• Build and maintain relationships with the Chamber of Commerce, Department for International Trade, HMRC, and SPIRE, utilising them for advice and guidance.</li> <li>• Organise and complete all customs audits related to Mitchell Diesel Ltd.'s import and export activities.</li> <li>• Maintain awareness of all licenses required for import and export activities.</li> <li>• Perform any other duties as required.</li> </ul>	

**SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:**

- Import/Export knowledge and experience to high standard
- Good working knowledge of customs tariffs
- Good working knowledge of the international transport and logistics industry
- Familiar with MSS reporting and documentation requirements
- Familiar with Customs Procedure codes and their specific use
- Proficient with Office 365: Excel, Word, Outlook and Teams
- An effective communicator with customers, suppliers and key internal stakeholders
- A positive, can-do attitude who works proactively and is a solutions provider
- Ability to work independently as well as part of a team
- Can offer situational leadership and coaching to all levels of the business
- Self-disciplined with excellent time management control

**LINES OF COMMUNICATION:**

- HMRC Representatives and Customs Agents
- Departmental Managers and Supervisors
- Logistics Manager
- Head of Finance
- Mitchell Diesel Board
- All Mitchell Diesel branches and subdivisions
- Customers, Suppliers and Freight Forwarders
- College

**LEVELS OF AUTHORITY:**

- FINANCIAL: None
- PERSONNEL: Any colleague assigned to assist / learn

**ANY OTHER DUTIES / RESPONSIBILITIES**

- Production of monthly status report for the Logistics Manager and Company Accountant

Approved by Managing Director:

Date: 4<sup>th</sup> July 2024

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual, and associated documentation. Copies of these documents are available from your Line Manager.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Employee)