



Job Description

Position: Import Operations & Business Support

Location: Liverpool

Salary: Dependent on experience

Role

The main purpose of the role is to organise the movement of cargo in line with clients' requirements, ensuring all legislation and regulations are fully observed.

Main Responsibilities

- Organise the import, export or domestic movement of cargo by any mode of transport or by any combination of modes.
- Monitor and manage cargo movements from point of origin to destination.
- Ensure compliance with all appropriate legislation and regulations governing the movement of cargo and all documentation relevant to it.
- Maintain a high standard of professional and technical knowledge through training, teamwork and an awareness of market developments.
- Develop and maintain close working relationships with customers and provide regular communication to management of any action required, where appropriate.
- Comply with the Company's trading standards and conditions, including agreed accounting and credit control processes.
- Assist in the general management and administration of the Company or department through the prompt, accurate and efficient processing and recording of invoices and documentation: including timely resolution of enquiries and claims.
- Participate in out of hours duties or overtime, as requested and agreed by your line manager or Operations Manager.
- Source quotations from company-designated agents for the movement of cargo from their area to specific destination(s) for various modes of transport - e.g. air, sea, road, rail.
- Calculate and supply competitive quotations to existing and/or potential customers.
- Once instructed by our customer, arrange ex-works collections from various origin points by using said company-designated agents.
- Arrange cargo marine insurance on behalf of the customer where appropriate.
- Prompt notification to customers of cargo E.T.A. and actual arrival.
- Provide professional advice and guidance, where appropriate, to existing and potential customers with respect to various and appropriate HMCE/Govt./Port import controls – e.g. End Use, IPR, Temporary Importation, CFSP, RGR, Port Health, Forestry regulations.
- Agree appropriate Customs Tariff Classification(s) with the customer.
- Follow the customer's specific instructions with respect to Customs clearance, ensuring VAT and duty liabilities are accurately and correctly calculated.
- Understand electronic links with UK Customs – e.g. CHIEF etc.
- Ensure Customs clearance is effected in a prompt and efficient manner and delivery completed with the minimum of delay.
- Arrange haulage of cargo from origin point.
- Work with appropriate carriers in arranging the safe and economic transportation of cargo to destination.

- Negotiate with these carriers with respect to specific rates, spot rates, space availability, general handling charges and service capabilities.
- Calculate and supply competitive quotations to existing and/or potential customers.
- Ensure compliance with all appropriate legislation and regulations governing the movement of cargo and the documentation relevant to it.
- Understand electronic links with UK Customs – e.g. CHIEF etc.
- Understand and comply with requirements of various HMCE/Govt./Port controls for export movement of cargo – e.g. Tariff Classification, End Use, IPR, OPR, Drawback, NES, DTI Export Licensing etc.
- Arrange cargo marine insurance on behalf of customer where appropriate
- Prompt reporting of Health & Safety concerns to your line manager or Operations Manager as appropriate.
- Comply with the Company's information systems policy.
- Comply with the Company's quality management systems policy.
- Comply with the Company's Health & Safety policy.
- Other duties as may reasonably be required of you by the management of the Company.

How to apply

Please complete and submit the application form via www.denholm-globallogistics.com/vacancies.

