

Import Supervisor Paddock Wood



September 2018

We are looking for an Import Supervisor to join our busy Clearing Agent team, Fresh Clear; which is based in Paddock Wood, Kent.

You will be responsible for facilitating the most cost effective, efficient and sustainable methods for the import of fresh produce through various ports in compliance with Government and other regulations for onward delivery to business units.

It'll be your responsibility to arrange cost effective deliveries with approved hauliers, communicating with relevant people. You'll then process, check and endorse all shipping documentation to gain release from shipping lines, ensuring all paperwork is correct for the smooth and efficient clearance process.

By applying your proven import experience, you'll participate in projects and support the team to continuously improve processes and procedures. It's important to us that knowledge is transferred within the Fresh Clear team, so we're looking for someone who will supervise, mentor and develop other members of the team.

Other responsibilities in this role will include the completion of HMRC declarations, and liaising with DEFRA, FERA and local port health authorities and to ensure the compliance of the incoming produce with the various government departments.

Key Skills

- The understanding and proven experience of working within a customs/clearance/imports role with the familiarity of government bodies and regulations regarding customs and excise.
- Experience of supervising, mentoring and motivating others
- High levels of integrity and openness combined with a commitment to good governance and compliance with process.
- Excellent communication skills with the ability to influence others
- Commercial awareness with a dynamic and insightful approach
- An enquiring mind and passion for excellence and innovation in pursuit of success.
- Excellent knowledge of Microsoft Office programmes including Excel and MS Word.

Refer a
friend and
earn £250!

What else we can offer you:

- A competitive salary
- 25 days holiday per annum plus 8 days bank holidays
- Pension scheme
- Optional company share scheme
- Learning and development opportunities
- Free onsite parking
- Subsidised staff restaurant

The hours you would work:

Monday to Friday, 8am until 5pm
(40 hours per week), to include on-call cover on a rota basis.

If this sounds like the opportunity
for you please submit your CV to:

recruitment@thefreshproducecentre.co.uk

This position is being advertised by
a direct employer, no agencies please.