**Customs Administrator**

**Based at Dromore Head Office**

**Hours: Day Shift**

**Company Overview**

Mulgrew Haulage Ltd established in 1973 provide Haulage and Warehousing services operating an extensive fleet of modern trucks and curtain side trailers delivering unit loads throughout Ireland and the UK. Servicing the food, drink, and packaging industries we pride ourselves on the service given to our many blue-chip customers.

With consistent organic growth of 10% annually and a trailer fleet exceeding 1200, we are looking to enhance and strengthen our existing customs team.

It Is our goal to continually provide and maintain the highest possible standards within our industry for others to follow. This is an excellent opportunity for the candidate to develop and progress their career with a highly professional and customer focused company within the Transport and Logistics sector.

**Job Overview**

Reporting to the Customs Manager the successful candidate will process customer’s declarations whilst liaising with our customers to ensure customer satisfaction and resolve queries and issues as they arise.

**Duties**

The successful candidate will be expected to:

* Liaise with Customers to process a high volume of Customs Declarations.
* Update of Traffic Management System and record rates for all Clearances
* Provide customer with confirmation of clearances
* Create TSS entries
* Maintain TMS system throughout the day
* Send shipping details and update all customers with any booking updates
* Build and maintain strong relationships with customers
* Liaise with 3rd party software providers ensuring customers and kept updated with all loads
* Creating and managing all port passes (GMR/PBN)

**Experience**

* Must be a Positive & Customer focused individual
* Motivated with strong communication skills
* Efficient IT skills to include Excel
* Ability to work accurately in a dynamic & pressurised environment and maintain strict reporting deadlines
* Must be able to work as part of a team and own accord
* Having worked within a customs department
* Used TSS or other customs software
* Created both PBN’s and GMR’s

**If you are a dynamic individual with a passion for road haulage & transport and possess the necessary skills, we invite you to apply for this exciting opportunity with Mulgrew Haulage.**

**Mulgrew Haulage are an Equal Opportunities Employer.**