



GREEN STATE
OIL AND GAS SERVICES INC

VACANCY

CUSTOMS BROKER/LOGISTICS ASSISTANT (Temp-to-Permanent)

We are looking for an experience “**Registered Customs Broker**” to provide Customs Brokerage, Supply Chain/Logistics services. This is temporary, with the possibility of the offer of permanent employment, based on performance.

Key Duties:

- Plan Sea & Air operation activities to deliver a consistent and seamless experience to our Customers
- Handle all operational aspects of Import and Export file management
- Support customer service with service delivery execution and query resolution
- Acceptance and tracking of cargo pre-alerts, including data quality checks and communication with overseas office
- Arrange and monitor airline/carrier customer cargo collections and deliveries.
- Handle and process air freight documentation e.g. licenses, packing lists, commercial invoices
- Prepare and issue AWB's/BOL's following local practice and policies
- Perform customs clearance activities following GRA guidelines
- Perform file job costing activities following company guidelines
- Create and maintain customer-specific reports and trackers ensuring compliance to agreed KPI's, set KPIs to track performance, use KPI to measure the level of service/performance
- Develop and maintain supplier relationships
- Ensure Company guidelines and operating procedures are always followed
- Working alongside various departments to provide logistic solutions to clients, from quotation through to booking
- Liaise with suppliers to gain information on their services and costs
- Convert the customer queries and inquiries into new bookings
- Stay in contact with clients to ensure that the company is meeting their needs
- Planning route shipments
- Negotiate trucking rates and handling costs
- Coordinating Ocean Freight and Air Freight shipments
- Arranging freight and customs releases
- Follow guidelines for International Trade
- Monitor and coordinate the progress of each shipment daily
- Liaise with customers, carriers, and other offices
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Key skills:

- Experienced in Air & Sea Freight Import & Export

- Computer literature using Microsoft Office, freight management systems, Customs systems e.g. ASYCUDA WORLD
- Good communication skills – verbal and written
- Ability to work under pressure to deadlines / unsupervised
- Experience handling Import shipments
- Proficiency in Microsoft Outlook, Word, and Excel
- Cargo wise experience
- Experience working within a Freight Forwarder
- Excellent communication skills, excellent organization skills.

Main responsibilities:

- Managing daily sea Freight operations
- Working to deadlines and being able to plan the collections and deliveries of groupage, part, and full load consignments
- Customs entries using the ASYCUDA WORLD system
- Liaising with suppliers regularly regarding quotes, negotiating prices, and bookings
- Regularly communicate with clients via phone, email, and face to face meetings, ensuring they receive high levels of customer service
- Build and maintain strong relationships with clients
- Acting as the main point of contact for clients and answering any queries
- Work closely with internal teams as needed to ensure overall client satisfaction.

Qualifications:

- The ideal candidate must be a Customs Broker with the Guyana Revenue Authority, with 2 or more years of working experience as a Customs Broker
- Knowledge and working experience in a Shore Based open yard storage, berth occupancy, mooring/unmooring, and covered warehouse storage
- Minimum of 5 subjects CXC, with 2 or more years logistics and/or customs, warehousing working experience

How to Apply:

Please send application and CV via email to jobs@greenstateoilandgas.com

Closing date:

August 6th, 2021, at 16:30 hours Guyana time.