



GlobalTradeJobs

Full Job Description

Essential Job Functions

Compile and prepare commercial regulatory documents for entry processing

Coordinate and confirm release while operation in compliance of US customs regulations,

Coordinate/assist the release of goods from the carrier, customs or other governmental agency examinations that may be required

Respond to incoming communications from internal and external customers and where necessary resolve and escalate issues as needed.

Communicate, and coordinate all customs clearance

Respond to inquiries regarding status of shipments in transit; follow through on trace request as necessary.

Prepare customs entries and follow-up with the clearance process on all entries prepared

Scan, file, copy, and assemble documents including: bills of lading, dock receipts, licenses, and consulate documents.

Calculate duties or tariffs to be paid on merchandise

Review rates, trace product movement, file entries with Customs; provide clarification and valuation of merchandise

Process post-entry work including ruling requests, CF 28's, refunds, protests, and drawbacks

Review and assess accuracy, verify country of origin/export, IOR, terms of sale and value to ensure that federal regulation requirements are achieved

Stay up-to-date on all customs changes

Research customer claims ensuring the highest level of customer service on every call and ensure that all service complaints are handled diplomatically, channeling pertinent information to supervisor/manager.

Other Skills & Abilities

Good oral and written communication skills

Must have excellent customer service skills

Basic Computer Skills

Education & Experience

High School Diploma or GED

Three Years industry Experience

Minimum five years related experience

Physical Requirements

Talking, hearing and using hands to operate computer equipment

Vision abilities required by this job include close vision and the ability to adjust focus

Job may require extended sitting or standing, use of standard office equipment.

MUST COMPLETE PI ASSESSMENT IN ORDER TO BE CONSIDERED FOR THE POSITION:

https://assessment.predictiveindex.com/bo/28w/Candidate_Link

WHY SHOULD YOU WORK FOR CRANE?

At Crane, we believe in providing our employees with excellent benefits at a Great Place to Work.

We offer:

136 hours of Paid Time Off which equals 17 days for the year, that can be used for Sick Time or for Personal Use

Excellent Medical, Dental and Vision benefits

Tuition Reimbursement for education related to your job

Employee Referral Bonuses

Employee Recognition and Rewards Program

Paid Volunteer Time to support a cause that is close to your heart and contributes to our communities

Employee Discounts

Wellness Incentives that can go up to \$100 per year for completing challenges, in addition to a discount on contribution rates

Potential to earn a quarterly bonus

Come join the leader in logistics and take your career in the right direction.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.

This position requires the final candidate to successfully pass an E-Verify Check.

More Information: <http://www.dhs.gov/e-verify>

We are preparing to comply with the Biden Administration's mandate on COVID-19 vaccination. Please be advised that employment with the Company may be contingent upon your ability to provide proof of vaccination except in limited circumstances where you are eligible for a legal accommodation.

Company benefits are contingent upon meeting eligibility requirements and plan conditions.

Education

Required

High School or better

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot

disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)