



**TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING
COMPANY LIMITED**

JOB DESCRIPTION

Job Identification

Position Title: **Customs Clerk**

Date: **2018 July**

Title of Immediate Supervisor: **Customs Supervisor**

Division: **Finance, ICT and Supply Chain** Department: **Supply Chain**

Section: **Customs**

Location: **NP House, Sea Lots**

General Accountability

Reporting to the Customs Supervisor, the Customs Clerk is generally accountable for providing the clerical support necessary for the preparation and processing of the various documents covering imports and exports and shipment of materials and packed products, on accordance with the established Customs' regulations and Company procedures. Additionally, the position is responsible for ensuring that the clearance and release of materials and products at the various transit areas, imported products reach there final destination in accordance with relevant laws and Company's Policies and Procedures.

Nature and Scope

Essentially, the position Customs Clerk requires the combination of theoretical and practical knowledge gained through successively increasing levels of prior experience and through certified academic at the post-secondary or paraprofessional level of educational delivery. Additionally, the position is challenged by work-related issues that require action within diversified yet explicit and well established procedures. Unusual situations at variance with procedures and instructions are referred upwards for assistance or further definition.

Dimensions

The Customs Clerk has no delegated financial authority of approving expenditure. The position interfaces internally with the Finance Department, Purchasing Section, Material Stores Section, Engineering and Maintenance Department, and Aviation and externally with Customs and Excise Division, TDC, Port Authorities of Port of Spain and Point-Lisas, Shipping Agencies, Cargo bonds, BDC, Transport Contractors and the Ministry of Trade and Industry. The Customs Clerk supervises no other position.

Specific Accountabilities

1. Classifies invoices in accordance with The Custom (Common External Tariff) Orders.
2. Prepares all customs documents covering imports, for processing through Customs & Excise Division, Business Development Company, and other agencies, (including Invoices and Bills of Lading).
3. Collects delivery orders from various shipping agents and, together with customs entries, presents to Port Authority and CES/Shed for processing (manifesting, numbering and screening as necessary) by the respective authorities.
4. Locates, delivers and examines cargo through Customs & Excise Division and obtains release, ensuring that the cargo leaving the Customs Bonds reflects what was released for delivery to NP.
5. Ensures that the survey sheet for shortages or damaged shipment is received, where necessary.
6. Obtains documents for clearance of the truck at the Port Authority gates or other shipper warehouses and prepares delivery note, and follows up to ensure that cargo is received at place of delivery and is verified.
7. Arranges for the most economical use of transport, and hire of equipment for loading at the wharves, ensuring that materials and products are cleared from the Port Authority Transit Sheds, if possible, within the statutory free period.
8. Prepares all documentation in a timely manner to avoid all non-essential costs mainly rent and demurrage. Where such additional cost become due that the payments are processed promptly to minimize the total costs.
9. Prepares payment vouchers for payment of duties, sea freight, local transport, other handling charges and related expenses.
10. Performs all duties in conformance to appropriate safety and security standards.
11. Performs any other duties as required by the job function.

Person Specifications

Minimum Acceptable Academic/Technical/Professional Qualifications

- A minimum of five (5) GCE/CSEC passes at General Proficiency Level including English Language and Mathematics or Principles of Accounts or Principles of Business.
- Customs Clerk License - Grade III

Minimum Number of Years of Relevant Experience

- A minimum of five (5) years working experience in the Customs or Shipping Section of a Company.
Or any other equivalent combination of qualification and experience.

Specific Skills/Experience and/or Knowledge

- Proficient in the use of the Asycuda System and Microsoft Office Suite Applications
- Working knowledge of Customs Rules and Regulations, Procedures and Practices relative to processing Imports and Exports.
- Experience in Bunkering for Customs Clearance.
- Must be willing to work flexible hours.
- Must be able to function in a fast-paced environment.
- The ability to perform rapid and accurate calculations
- Good communication (oral and written) and interpersonal skills
- The ability to exercise tact and cope with stressful situations
- The ability to perform with initiative and independent judgment
- A valid Light Motor Vehicle Driver's Permit

This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job. As such, this Job Description is subject to amendments as the needs and requirements of the job change.

Employee Name:
(Block Letters)

Employee Signature:

Date

General Manager Finance, ICT
and Supply Chain:(Block Letters)

General Manager Finance, ICT
and Supply Chain Signature:

Date

General Manager Human
Resource & HSSE: (Block Letters)

General Manager Human
Resource & HSSE Signature:

Date

