**Job Title:** InterimCustoms Administration Manager (G7)

**Contract Type:** Up to 12 months

**Job Purpose:** To oversee the operational aspects involved relating to the import and export of the Company’s Diary products.

* Responsible for the preparation and submission of all documentation required to facilitate export to and imports from, all countries
* Overseeing the payment of duty processes and recordkeeping assurances for customs purposes
* Support ‘ad-hoc’ business projects as required

**Reporting Line:** UK Supply Chain Contracts Manager

**Direct Reports:** 2

**Working Relationships (Internal/External):** Factories

Group Head Office

Supply Chain

Customs Agents

HMRC

Logistics

**Main tasks and responsibilities:**

* Day to day operational management of the import and export flow, covering all countries and product commodities, as well as ensuring trade compliance between Lactalis Groupe divisions, custom brokers and HRMC/ DEFRA
* Ensuring the Company’s procedures comply with HMRC/ DEFRA protocols including the accurate payment of duty and documentary requirements. Proactively researching HMRC and DEFRA regulations, and keeping up with new regulatory trends that could impact or influence The Company’s operations
* Preparation of annual audit of custom brokers for trade compliance
* Working with multiple internal and external stakeholders to ensure compliance of procedures and maintain the flow of goods. To ensure the on time delivery of Imported/Exported goods according to the plan
* Review of customs end to end spend vs actuals on a monthly basis. Ensure that duties paid for goods imported have been accurately reported to HMRC
* Training other team members on Brexit processes and procedures, helping the Company to develop it’s in house capabilities, in particular in relation to import declarations

**Essential Knowledge and Skills**

* Strong knowledge of UK Customs procedures and EU customs regulations
* Import and Export experience
* Expert knowledge of customs systems such a CHIEF/CDS, NES, NCTS; Traces System, and operate in Destin8/ CNS Compass
* Expert knowledge in tariff classification and customs processes such as CFSP, Authorised Consignor, Inward and outward processing
* Excellent data analysis capabilities using Excel
* Strong stakeholder management
* Demonstrated ability to interact effectively with people at different levels, both orally and in writing
* Experience of process improvement methodology
* Understanding of and commitment to Equal Opportunities and managing diversity
* Understanding of relevant health and safety legislation and relevant trading legislation

**Desirable Skills**

* Trade Qualification (BIFA) in Customs Procedures or Level 3 Certificate in Customs Compliance
* French language

**Competencies**

* Teamwork & Ownership - Level 2 “*Actively contributes to achieve organisational objectives”*
* Managing Standards - Level 2 *“Checks own work”*
* Satisfying Consumer Costumer - Level 1 “*Responds to consumers, customers and colleagues”*
* Drive for Achievement - Level 1 “*Works to meet standards*”

**The job description is intended to include the broad range of responsibilities and**

**requirements of the post. It is neither exhaustive nor exclusive but while some**

**variations will be expected, these will be at an appropriate level for the role.**

**If you are interested in applying for this position please forward your CV along with your salary expectations and notice period to:** [**careers@lactalis.co.uk**](mailto:careers@lactalis.co.uk)

**Please be advised that we can only accept applications from candidates who have the right to work in the UK**