

## **Customs Brokerage Representative**

**Locations: 1510 Chester Pike, Eddystone, PA  
420 Doughty Boulevard, Inwood, NY**

**UTC OVERSEAS ([www.utcoverseas.com](http://www.utcoverseas.com))** is a U.S. privately held logistics company with 16 U.S. offices, 38 overseas wholly owned offices, employing 600 professionals. UTC provides a full range of transportation services for many diverse industries.

### **Responsibilities**

The Customs Brokerage Representative responsibilities include but are not limited to the following:

- Preparation of customs entries and forwarding freight to designated locations. This may involve interface with international and domestic carriers, overseas offices, and importers.
- Prepare Customs entries and follow-up with the clearance process on all entries prepared.
- Communicate documentation discrepancies to client and supervisor.
- Coordinate freight delivery to designated locations.
- Resolve finance and accounting reconciliation exchange issues.
- Responsible for filing entries to Customs via ACE in a timely and accurate manner.
- Administrative responsibilities include preparation of reports/presentations and analysis using various software packages and databases.
- Document review and assessment of accuracy, verifying country of origin/export, IOR, terms of sale and value to ensure that compliance and federal regulation requirements are achieved.
- Daily follow up on documentation discrepancy issues which requires the ability to troubleshoot and communicate effectively, both verbally and in writing with customers and foreign origins.
- Establish and maintain client relationships.
- All other tasks as assigned by supervisor and/or manager.

### **Minimum Requirements**

- At least five years of customer service, general office, or data entry experience
- Associates Degree
- Proficiency in Microsoft Office
- Accurate and rapid data entry
- Strong attention to detail
- Excellent verbal and written communications skills
- Proven organizational skills
- Ability to multi-task.
- Team oriented player

- The ability to project a professional image to the customer and to represent UTC OVERSEAS in a positive manner.

The ideal candidate will have a minimum of five years Customs Brokerage / Import / Export experience and will be familiar with HTS, Customs regulations and OGA clearances.

Compensation based on experience. We offer a very competitive salary, benefits and a casual dress environment.

**To apply, please send your resume to:**

**Eddystone PA – Ms. Patricia Edger, Branch Manager at [p.edger@utcoverseas.com](mailto:p.edger@utcoverseas.com)**

**Inwood NY – Ms. Marian Clare, Branch Manager at [m.clare@utcoverseas.com](mailto:m.clare@utcoverseas.com)**

**In the subject line please type ‘Customs Brokerage Rep – *your name*’**