



POSTAL CORPORATION OF JAMAICA

BULLETIN NO.

01/2022

STAFF BULLETIN

January 5, 2022

JOB ADVERTISEMENTS

Applications are invited from suitably qualified persons to fill the following positions in the Department:-

CUSTOM CLEARANCE OFFICER (GMG/AM 3) –VACANT

Salary range \$1,229,060.00 - \$1,460,966.00 p.a.

JOB PURPOSE:

Under the supervision of the Senior Commercial Services Officer, the incumbent is responsible for custom's clearance for all incoming Klick N Ship packages, this also includes the prepayment of customs duties on packages that are assessed for duties and other taxes.

The incumbent should monitor, update and maintain accurate listings of packages detained and placed on hold.

KEY RESPONSIBILITIES:

Management /Administrative Responsibilities:

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan.

Technical/Professional Responsibilities

- Provides Customer Experience Officer with
 - listing of customers with outstanding invoices for incoming packages that should be reminded to upload their receipts.
 - listing of customers with detained packages.
- Ensures that the manifest has all pertinent information before it is uploaded into the Billing System.
- Ensures that the Billing information is uploaded into the Billing System.
- Liaises with airlines relating to delays and flight schedules.
- Informs the assigned team member to verify packages cleared on a timely basis.
- Updates the Excel spreadsheet to reflect the following relating to Klick 'N' Ship:
 - Custom duties paid
 - Packages detained or held by Jamaica Customs

Clearance Procedures

- Works with the Senior Commercial Services Officer to co-ordinate the uploading of entries in ASCUDYA.
- Ensures that the custom assessment notices (IMS4) are uploaded to the individual customer's account immediately after clearance.
- Provides customers with clarification regarding custom payments or other matters relating to clearance.
- In the event that duty will be levied on customer's goods, ensure that customers are contacted and advised of the impending charges.
- Receives system manifest per shipment and use same to prepare for customs clearance.
- Ensures that contents of the packages matched with the correct invoices.

Miami System

- Logs into the Freight Forwarder's System and monitors "Warehouse Receipts" as follows:
 - Examines UNKNOWN Folder twice daily to identify packages that might belong to Klick 'N' Ship. Packages are identified by using customer name or tracking number;
 - Prints the listing of packages available in Miami;



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- Downloads the invoices that were uploaded to be prepared for custom clearance;
- Generates the list of packages that invoices are needed;
- Monitors shipments that arrived with Incorrect Name: the name on the shipment is different from the name registered for the Mail Box #.;
- Prints of the list of packages ON HOLD in Miami AFTER a shipment has left the Miami Warehouse;
- Releases packages that are on hold AFTER each flight so that they can be shipped on the next flight, based on customer's instructions.
- Informs the Senior Commercial Services Officer of discrepancies relating to packages that are:
 - not entered on the system;
 - received but not on the manifest;
 - received in error from overseas partner;
 - detained, and in the unknown Folder that might belong to Klick N Ship customers.

Other Responsibilities

- Performs any other related duties as assigned by Supervisor

Required Knowledge , Skills and Competencies

- Good knowledge of Jamaica Customs Agency procedures relating to clearance
- Good knowledge of tariff codes and their application
- Excellent knowledge of customer service principles and practices
- Good knowledge of Records Management principles and practices
- Proficiency in Microsoft Office suite and other programme applications appropriate to Assigned responsibilities
- Familiarization of ASYCUDA System and generating IMS4
- Working knowledge of the Post Office Act, Universal Postal Union guidelines and Customs Act and Regulations.
- Good oral and written communication skills
- Exhibits good initiative
- Good planning and organizational skills
- Ability to work in a team
- Good Customer Service Skills
- Good Interpersonal Skills
- Proficient in the relevant software applications

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate in Business Administration with at least One (1) year working experience.
OR
- Five (5) CXC/GCE subjects including English Language and Mathematics/Accounts with Two (2) years working experience.

Please forward application with resume, no later than **Friday, January 21, 2022** to:-

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.