

EPPC Albania on behalf of its client, **ONE OF THE LARGEST OIL & GAS COMPANIES IN THE WORLD**, is currently recruiting a **Customs & Freight Forwarding**.

## Major responsibilities:

- Responsible for customs clearance and Freight Forwarding of imported and exported goods and equipment of the company;
- Comply with all the formalities required by law in the teams import and export activities;
- Coordinates the process of signing the contracts for international deliveries and exports;
- Contract Holder for Customs Clearance and Freight Forwarding Contractor;
- Ensures that providers of international goods and services follow the necessary procedures for preparing documents for the legal and the most economically effective import transactions into Albania;
- Monitors the consignments of goods that pass through customs on a temporary import regime;
- Ensure requests to the finance department are made in a timely basis for paying customs services invoices (import/export taxes, custom duties, etc.);
- Interacts with the customs authorities and brokers on customs clearance of freight;
- Monitors the transit of the goods across the Albanian borders (Sea, Land and Air);
- File and retains all necessary documents related to Import and Export and also prepares reports on costs for customs clearance and freight;
- Actively participates in the preparation of the agreements for customs clearance and Freight Forwarding services;
- Monitors the work of brokerage companies, which are engaged in customs clearance/Freight Forwarding, monitors the availability of documents and monitors payments;
- Establish training regime for local SAP users and ensure processes are followed in relation to issue and receipt of Company Inventory.

## Requirements for this position are:

- University degree;
- At least 3 year experience of International customs clearance;
- **Knowledge of international customs legislation** (*Albanian customs legislation knowledge preferable*)
- **Excellent** command of written and spoken **English**;
- **Experienced SAP user; (MUST)**
- Good communication and organizational skills.

## How to apply:

To apply for this opportunity, please fill your application until 12<sup>th</sup> July 2019 at: <https://aplikim.eppc.al>

You will be contacted by EPPC only if your CV will be qualified.