

Welcome to New Zealand Post

We're excited about the possibilities that lie ahead. We're confident we'll realise the potential of our people, our plans for the future and our brand. We're an incredibly diverse and thriving business. This creates wide-ranging opportunities and a huge variety of jobs at Post.



Short Form Job Description

Division	International Logistics
Job title	Customs Broker
Location	Auckland Airport
Date	April 2016
Reports to	Senior Customs Broker
Tier	S13
DFA/Budget/Revenue generation target	None
Direct reports	None
Key accountabilities	<ul style="list-style-type: none">• Achieve 5 day sea freight shipment pre-clearance and 1 day airfreight shipment pre-clearance.• All border clearance documentation is processed efficiently, accurately (including but not limited to tariffs, valuation & origin) and all supporting documentation is present, true and correct.• No non-recoverable storage or detention charges are incurred and no Customs Penalties incurred due to carelessness or negligence of broker.• Supplying complete information to Support Staff so that all clerical applications and billing can be processed efficiently and in a timely manner.• All NZ Post IFS agreed SOPs are followed.• Works well in a team environment but is capable of un-supervised work.
Key competencies	<ul style="list-style-type: none">• Customer focus• Learning on the fly• Interpersonal savvy• Action orientated• Communications• Dealing with ambiguity• Drives for results
Experience	<ul style="list-style-type: none">• Minimum 2 years experience in a Customs Broking role.• Proven skills in Microsoft Office and CargoWise one preferred.• Ability to classify a broad range of products.
Qualifications	<ul style="list-style-type: none">• New Zealand Customs Unique User Identifier (UUI), more commonly known as a Personal Identification Number (PIN).• Thorough understanding of Customs, MPI, Health, regulations relating to Customs Clearance procedures.• Completion of Customs Broking and Customs Tariff Classification courses.

