

Customs Specialist, Entry Writer

DSV - Global transport and logistics

In 1976, ten independent hauliers joined forces and founded DSV in Denmark. Since then, DSV has evolved to become the world's 3rd largest supplier of global solutions within transport and logistics. Today, we add value to our customers' entire supply chain by transporting, storing, packaging, re-packaging, processing and clearing all types of goods. We work every day from our many offices in more than 80 countries to ensure a steady supply of goods to production lines, outlets, stores and consumers all over the world. Our reach is global yet our presence is local and close to our customers. Read more at www.dsv.com

Location: USA - Mendota Heights, Northland Dr

Division: Air & Sea

Job Posting Title: Customs Specialist, Entry Writer

Time Type: Full Time

*****FRAUD ALERT***: Please note that DSV will never request a chat interview or solicit funds from applicants or employees through its interviewing and hiring process. We do not require any form of payment and will not ask for personal financial information, such as credit card or bank account number. Our recruiters have an @dsv.com or @us.dsv.com email address. If you question the legitimacy of any DSV job posting, please reach out to HR@us.dsv.com.**

The Entry Writer is responsible for ensuring compliance with customs regulations and facilitating the smooth import and export of goods for the company. They work closely with clients, government agencies, and internal teams to prepare and submit accurate customs documents. The Entry Writer plays a crucial role in minimizing customs-related delays and ensuring efficient transportation and logistics operations.

Duties and Responsibilities

- Prepare and submit customs documentation, including entry forms, invoices, and other required documents.
- Classify goods according to customs regulations and determine appropriate duty rates.
- Coordinate with clients, carriers, and government agencies to gather necessary information for customs clearance.
- Ensure compliance with customs laws and regulations, including tariff classifications, valuation, and country of origin requirements.
- Track and monitor customs entries to ensure timely processing and resolve any issues or delays.
- Communicate with customs officials, brokers, and other stakeholders to resolve any customs-related inquiries or problems.
- Maintain accurate records of customs transactions and documentation for audit purposes.
- Stay up to date with changes in customs regulations, trade agreements, and industry practices.
- Collaborate with internal teams, such as transportation and logistics, to ensure smooth movement of goods across borders.
- Provide guidance and support to colleagues on customs-related matters.

Educational background / Work experience

- 2+ years of experience in customs brokerage or related field.
- Experience with import and export documentation and customs clearance procedures.
- Familiarity with international trade and transportation processes.

Skills & Competencies

- Strong knowledge of customs regulations and procedures.
- Proficiency in using customs brokerage software and systems.
- Excellent attention to detail and accuracy in preparing customs documentation.
- Strong analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Ability to work well under pressure and meet deadlines.
- Familiarity with international trade agreements and requirements.
- Knowledge of transportation and logistics operations.
- Proficiency in using Microsoft Office suite.

Preferred Qualifications

- Bachelor's degree in international trade, supply chain management, or a related field.
- Customs broker license or certification.
- Experience working with a variety of commodities and industries.
- Familiarity with Automated Commercial Environment (ACE) and other customs clearance systems.
- Experience with specialized customs processes such as bonded warehousing, drawback, or temporary importation.

Language skills

- Fluent in English (oral and written)

Computer Literacy

- Proficient in using customs brokerage software and systems.
- Familiarity with Microsoft Office suite (Word, Excel, Outlook).
- Ability to quickly learn and adapt to new software and technology platforms used in the transportation and logistics industry.

At Will Employment

DSV Air & Sea Inc. employees are hired for an undefined period of time as “at will” employees. This means that an employee may be terminated for any reason, or no reason at all, at any time, provided the discharge does not violate any law*. Additionally, each employee has the right to terminate his/her employment at any time. *Except if employed in Montana, where termination requires just cause.

For this position, the expected base pay is: **\$21.00 - \$28.25 / Hourly**. Actual base compensation will be determined based on various factors including job-related knowledge, geographical location, skills, experience, and other objective business considerations.

DSV does not accept unsolicited agency resumes. Please do not forward unsolicited resumes to our website, employees, or Human Resources. DSV will not be responsible for any agency fees associated with unsolicited resumes. Unsolicited resumes received will be considered property of DSV and will be processed accordingly without fees.

DSV is an equal employment opportunity employer. Candidates are considered for employment without regard to race, creed, color, national origin, age, sex, religion, ancestry, disability, veteran status, marital status, gender identity, sexual orientation, national origin, or any other characteristic protected by applicable federal, state or local law. If you require special assistance or accommodation while seeking employment with DSV, please contact Human Resources at hr@us.dsv.com. If you are interested in learning the status of your application, please note you will be contacted directly by the appropriate human resources contact person if you are selected for further consideration. DSV reserves the right to defer or close a vacancy at any time.

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DSV is a dynamic workplace that fosters inclusivity and diversity. We conduct our business with integrity, respecting different cultures and the dignity and rights of individuals. When you join DSV, you are working for one of the very best performing companies in the transport and logistics industry. You'll join a talented team of approximately 75,000 employees in over 80 countries, working passionately to deliver great customer experiences and high-quality services. DSV aspires to lead the way towards a more sustainable future for our industry and are committed to trading on nature's terms.

We promote collaboration and transparency and strive to attract, motivate and retain talented people in a culture of respect. If you are driven, talented and wish to be part of a progressive and versatile organization, we'll support you and your need to achieve your potential and forward your career.

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