



American Shipping Company

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4500 Pacific Coast Highway
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Consolidators

N.V.O.C.C./O.T.I.

Custom Brokers

Freight Forwarders

Worldwide Logistics

Domestic Logistics

Total Logistics Solutions

Level Two/Three Customs Entry Writer

JOB SUMMARY

This role is to handle the processing of the customs entry predefined by information found within the operations system. Further responsibilities will include data entry, more complex entries and internal communication with both File Openers and Customer Service. Must have good data input skills, be able to follow SOP's for entry processing. Thorough knowledge of entry process required. Expert classification skills are required for this position (as determined by level of accuracy).

CORE RESPONSIBILITIES

- Review files (to ensure they are put in proper order) and have complete information and/or documentation
- Contact Customer Service if further documents/information required from the client
- File should have copy of correspondence and/or notes and remarks
- Classify documentation based on information available in the operations system. Some clients will require us to follow a Standard Operating Procedure specific to their information and business needs
- Assist Import Manager in classification where necessary coverage is needed
- Where information such as HTS or product code is not in the partex advise import manager to add by providing them a copy of page of the highlighted invoice (and customer codes provided) for future use.
- Input entry
- FDA (under PGA handling – including if may proceed)
- Where FDA requires exam, need to determine if it's an exam of documents or actual merchandise – client to be notified IMMEDIATELY
- Delivery order to be properly annotated regarding FDA whether released or to be held for release
- For shipments destined for further on carriage steamship line to be sent written communication to hold shipment for release



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- Ensure released to steamship line once clearance completed
- Input Delivery Order information
- Pass file to Post Entry File Handler for copying and assembly of packets
- Monitor entries for release by Customs, PGA, Exams
- Monitor census errors
- Bill of lading updates, and all other errors are to be corrected by Entry processor at the time they are notified.

QUALIFICATIONS:

- High school Diploma or GED
- Data Entry & PGA Specialist 3 + years entry writing and/or brokerage operation experience
- Prior utilization of CargoWise One preferred
- Knowledge of domestic and international geography including countries, major cities and ocean ports
- Intermediate skills in Microsoft Outlook, Word and Excel
- Ability to work with minimal supervision and deliver a high level of customer service
- Detail-oriented, organized and the ability to effectively manage multiple priorities
- Excellent interpersonal skills and ability to communicate effectively both verbally and in writing
- QuestaWeb experience a plus