

Impots Clerk

Remuneration:	R13000 - R15000 per month negotiable tctc
Location:	Johannesburg
Education level:	Diploma
Job level:	Junior
Type:	Permanent
Reference:	#IMP001

Job responsibilities:

Imports

- Correct allocation of shipments to Clearing Agents and Transporters
- Liaison with clearing agents, transporters, and shipping lines on all related imports
- Negotiation on rates with all relevant agents
- Verifying accuracy of rates and charges of the shipping lines, clearing agents and transporters
- Check and verify all statutory duties and rates [understanding of tariff codes and application thereof]
- Liaise with ports and suppliers regarding vessel updates.
- Updating and liaison with SARS (customs)
- Updating of schedules, tariffs, and reports to relevant parties
- Liaison with transporters regarding inland distribution and container turn in.

Administration

- Daily, weekly, and monthly reporting as per requirements of agents, shipping lines and/or managers
- Updating of container information
- Collaboration between departments on discrepancies and/or problems relating to the imported products.
- Accurately create purchase orders
- Cost analysis and reporting
- Tariff code application
- Invoice review and liaison with accounts department for payments
- Assist and resolve all imports related queries.

Other

- Liaise with other internal departments regarding imports and transport queries / changes.
- Any tasks/projects handed to the employee on an ad-hoc basis by the department head/supervisor.

Skills and qualifications:

- Matric/ Grade 12 or equivalent (accountancy and math core preferred)
- Three years experience in a similar role
- Three years customer service experience
- Three years administration experience
- Qualification or studying toward a qualification logistics advantageous
- Motor Industry experience advantageous
- SAP experience advantageous

- Fluent in English
- Verbal and written communication
- Computer Literate (MS Office)
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