

# Customs Compliance Administrator (Parkside)

## Your tasks

Responsible for ensuring that all import and export shipments into UK and Ireland are accompanied with the correct paperwork and are coded to attract the appropriate tax.

To work with the Finance department to ensure any issues with paperwork or tax are resolved as a matter of priority. Contact person for audits from the HMRC, Federal Office of Economics and Export Control and Chamber of Commerce and Industry.

- To fully understand the Custom's requirements when importing or exporting from and to UK & Ireland
- Manage the Shipping Agents, as the first point of contact to ensure that delivery processes are efficient and relevant

customs clearance paperwork is received

- Ensure customs clearance paperwork has been filled out correctly by external service providers, check entries and

challenge any incorrect ones

- Ensure that all required information/documentation is saved and available for review within agreed deadlines (1 month

following the declaration submission)

- Build Rapport and strengthen relationships with service providers, plants and customers
- Establish knowledge and provide advice to solve specific cases based on their knowledge
- To support the automation of Customs process where possible

## Your profile

- Intermediate excel skills required (vlookup/ pivot/ if/ sumif functions etc)
- 2 Years + working with customers
- Experience working with internal / external Stake holders
- Import / Export Experience
- Knowledge of Supply Chains and how they work
- Ability to communicate both verbally and written at all levels



Job ID  
**REF97087M**

Field of work  
**Administration and Assistance**

Location  
**London**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tyre Group Ltd.**

throughout the company

- To be able to work autonomously

## **Our offer**

- Part time role for six hours/day each day Monday to Friday
- Special discounts / corporate benefits
- Work-life balance / health and wellbeing programmes
- Bike leasing, fruit baskets
- Want to learn more about our additional benefits? Please apply.

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## **About us**

Continental is a leading tyre manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tyre solutions from the Tyres group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tyres as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tyre manufacturers. In fiscal 2024, the Tyres group sector generated sales of 13.9 billion euros. Continental's tyre division employs more than 57,000 people worldwide and has 20 production and 16 development sites.