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| **JOB AND PERSON SPECIFICATION** |

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| **Job Title:** | BUUK Customs and Inbound Logistics Coordinator | **Reporting to:** | BUUK Inbound Logistics & Customs Manager |
| **Role Grade Level:** | Employee | **Areas:** | Purchasing  |

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| **Job Purpose:-** |
| This role is responsible for ensuring that imported and exported goods have cleared customs correctly and the co-ordination of this process. The role will also include supporting the in-bound logistics, beetroot replenishment and retailer tray management functions of the business.Always ensure these duties are completed in line with site rules, legal regulations and company procedures relating to all aspects of food safety, statutory health and safety and people management. |

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| **Must Haves:** |
| Understanding of European & UK Customs Clearing |
| Training on a relevant customs course |
| Strong numeracy & IT skills, with commercial awareness. |
| Strong attention to detail. |
| Experience in Logistics |
| Good understanding of European logistical routes |

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| **Role Specific Accountabilities:** |
| 1. | Ensure the business is compliant to HMRC customs for trade tariffs and border clearing. |
| 2. | Ensure all deliveries have the appropriate Phyto-sanitary clearing through Defra. |
| 3. | Work with group colleagues to ensure they are the focal point for customs clearing and transfers across borders |
| 4. | Utilize software to manage the process of clearing |
| 5. | Co-ordination of import/export process - liaise with export clearing agent to ensure correct process is adhered to. |
| 6. | Act as cover in the absence of line manager. |
| 7. | Support for Inbound Logistics, Beetroot replenishment and retailer trays.  |
| 8. | Ensure correct declarations and archiving for all Customs Documents |
| This list of accountabilities is not intended to be exhaustive but gives a general indication of duties and responsibilities. All employees are expected to work in a flexible manner and acknowledge that duties not specifically covered in their job description are not excluded. |
| **Core Requirements when undertaking the role:-** |
| 1. | To carry out duties for which instruction or training has been provided. |
| 2. | Communicate effectively with others at all times. |
| 3. | Demonstrate tasks and accountabilities competently at all times, including visits and audits by external parties |
| 4. | Work effectively as part of a team. |
| 5. | Effectively comply with all company policies, procedures and standards. |

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| H**ealth and Safety Responsibilities** |
| To ensure company and statutory Health and Safety regulations and requirements are met at all times. |
| General:* Know, understand and comply at all times with the operational rules and health and safety procedures applicable to them;
* Assist any colleagues or visitors in the event of a hazardous situation or act;
* Reach out to their supervisors, particularly when it comes to health and safety issues;
* Report minor accidents, near-accidents and hazardous situations;
* Report ideas for improvements.
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| Within your scope of work:* Participate in risk assessments related to their teams, activities, work environments and new projects;
* If necessary, help implement the defined prevention measures and initiatives (risk assessment, prevention programmes);
* If necessary, participate in analysing the causes of any significant events (lost-time accidents, non lost-time accidents and significant near-misses);
* Participate in field discussions with managers on the human aspects of prevention (Behavioural Safety Visits, STOP observations, etc.);
* Participate in information and communication initiatives carried out by managers (e.g. Prevention Minutes, Safety Contacts, etc.).
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| **EPIC Values** |
| **Excellence** | **Positivity** | **Innovative** | **Co-operation** |
| * Set and maintain high standards.
* Be accountable and lead by example.
* Encourage continuous improvement.
* Work with integrity – winning the right way.
* Have pride and passion in what we do.
* Actively develop people.
 | * Have a can do attitude.
* Act as ambassadors for our business and departments.
* Be tenacious.
* Have a belief in ourselves and our teams.
 | * Inspire and promote creative thinking.
* Drive ideas and innovation in all areas of the business.
* Encourage input from all.
* New ways of working.
* Agility to change.
* Entrepreneurial spirit.
 | * Put teamwork at the heart of everything we do.
* Promote sharing and best practice across teams both in the BU and in the Group.
* Be engaged – one team, bought into common goals.
* Show respect for the individual looking after our employee’s wellbeing.
* Driving sustainability.
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| Job Holder Name: |  |
| Job Holder Signed: |  |
| Date: |  |