

# Licensed Customs Broker

**Baltimore, MD**

Job Summary:

All Ways International a Customs House Brokerage company is seeking a licensed US Customs Broker to Manage and oversee an Import Team for the release and ISF / entries for vehicles, personal goods and general cargo being imported into the US via air, border and ocean.

Responsibilities:

- Provide oversight and direction to Import Team
- Will be responsible for supervision of ISF/Entries submitted by company.
- Work alongside Office Manager to oversee accurate and timely processing of ISF and entries by team of Entry Submission Writers.
- Data entry of shipment information for release and billing while ensuring that all data is complete and accurate.
- Ensure classification and value is correct for US duties/fees.
- Work with clients to ensure all documentation is received and accurate.
- Open file/data input for new shipments in relevant systems.
- Coordinate and prepare entry summary as needed.
- Monitor and route shipment release and arranging any required transportation, warehousing, and distribution.
- Prioritize and complete work according to Company policies and Customs requirements.
- Maintain effective relationships with clients, carriers, forwarders, Customs, etc.
- Perform other related duties as necessary and/or assigned by management.
- Follow all company policies and procedures

Knowledge & Skills:

- Familiar with all applicable Customs laws, regulations, procedures, and industry practices.
- Client service-oriented.
- Organizational skills with the ability to meet tight deadlines.
- Assertiveness in problem-solving.
- Excellent communication skills.

Required Experience:

- Licensed Customs Broker

Please submit resumes to [beverlyt@awis.us](mailto:beverlyt@awis.us)