



Import / Export Officer

Position Overview

Import/export officers verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange clearance and collection of imported cargo from customs and bond stores, and arrange shipment of cargo for export.

Import/Export Officers are usually employed by companies involved in manufacturing, foodstuffs or involved with production of raw materials.

The primary role of the position is the coordination of goods in and out of the country. To do this efficiently the officer has to ensure compliance with customs barrier control measures.

Requirements

Good vision (including colour vision) and hearing. Mechanical and physical aptitude. Good oral and written communication skills. Literacy, numeracy and computer skills. A commitment to safety.

Industry Information

ANZCO Code::	591212
Sector:	Air
Need a Degree:	No
Min. Wage:	30,000/year
Max Wage:	130,000/year
Job Location:	Indoor
Physical Demands:	Desk