

## Customs Supervisor

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Department : Procurement  
Base : Head Office – Nhon Trach 1 IZ  
Report to : Procurement Manager

### **Main responsibility:**

1. Lead customs operational support to all Sika business operating in Vietnam, including guidance, assistance and advice in support of import and export activities.
2. Provide frontline guidance in the development and implementation of Customs regulations, and other government agency requirements affecting imports and exports in the region.
3. Identify Customs risks areas and evaluate related internal controls, develop actionable plans and procedures to reasonably mitigate and address identified risks.
4. Lead efforts to manage operational compliance with all import/export activities to meet all country compliance requirements.
5. Identify & implement duty saving opportunities related to utilization of Free Trade Agreements, government initiatives & productivity improvements.
6. Provide, suggest, review and maintain HS code to all import & export goods.
7. Lead all logistic activities related to adapt cost and time.
8. Strictly comply with ISO systems/ Axapta compliance in all procedures.
9. Be responsible for all correspondences, documentation of related custom.
10. Co-ordinate all import/export proceedings and co-operate with service companies for timely arrival/ delivery of goods.
11. Perform other tasks as assigned by the Procurement Manager

### **Minimum requirements :**

- College or university graduate.
- At least 5 years of experience managing Customs operations in Freight Forwarders, Custom Brokers.
- Strong Network in place in relevant fields (Freight Forwarders, Custom Brokers, Customs)
- Self-starter and outgoing personality with Problem solving attitude.
- Good spoken and written English
- Skillful in computer use