**Job Description**

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| **Job Title:** | *Customs Classification Specialist* | **Department:** | *Customs* |
| **Line Manager:** | *Head of Customs Compliance & Classification* | **Date:** | *03.10.2025* |

**Job Profile**

**Purpose of the Role**

To classify products being imported by existing and new clients.

To maintain and develop the TariffTel database, keeping abreast of any classification changes.

To assist our clients with classification queries.

Develop long standing relationships with our clients and propose enhancements and improvements to the systems.

**Decision Making and Authority**

To make decisions in the absence of Head of Customs Compliance & Classification.

Make decisions on classification of products.

**Guidance and Direction**

The role is reactive to client and departmental requirements and pro-active in the development and maintenance of the TariffTel database.

There is an element of autonomy to allow independent work to improve our TariffTel system.

**Key Relationships and Context -**

The role holder will report directly to the Head of Customs Compliance & Classification but also work closely with the Customs Administrator and Developers in order to devleop and maintain the TariffTel database.

They will also liase with clients on classification enquiries.

**Working Environment**

Role is home based with up to 4 days per month in the office, desk based with frequent video calls to clients and team members. There may be a requirement to meet directly with clients at our office locations or to travel to client sites.

**Duties and Key Responsibilities**

* Help develop our global classification system’s master data.
* Keep up to date on any changes to the UK, EU & US Trade Tariff and making the necessary amendments to our internal databases.
* Responsible for the Customs classification of products being imported by existing and new clients.
* Contacting stakeholders to requesting information to enable accurate classification of products in a timely manner.
* Building and maintaining strong relationships with our clients and providing resolutions on a day-to-day basis for any classification queries.
* Attend weekly / monthly client review meetings.
* Support Head of Customs Compliance & Classification in promoting TariffTel through blogs/ exhibitions/ research etc.

**Person Specification**

**Experience and Skills**

Essential

* Previous experience in an import/export or customs related field working within automotive or aerospace industry.
* Working knowledge of the WCO Harmonised System, Chapter and Explanatory Notes.
* Experience of customs classification of products into the UK, EU or US.
* Team player who works collaboratively with a variety of stakeholders.
* Self-motivated and proactive.
* Confident using Microsoft Office packages, such as Excel.
* Confident in the use of bespoke databases and reporting modules.
* Not afraid to propose enhancements to products and processes.
* Highly focussed and accurate with a meticulous eye for detail.

Desirable

* 2-3 years experience in Classification

Qualifications and Education

Essential

Customs Classification qualifications

**Competencies and Approach**

* Confident working across teams, owing tasks through to completion.
* Comfortable taking on tasks and working independently; utilising the help and support on offer from peers and the wider team to ensure that deliverables are completed to a high standard and to agreed timescales.

The job description is an operational document that does not form part of the contract of employment.

There may be times when an individual is expected to perform tasks that are not be expressly stated in the job description but are necessary in the day-to-day performance of their duties.

The job description be amended as necessary to meet the changing needs of the organisation.