

## Experienced Customs Rater

**Courtney Agencies** is a locally owned, family-operated customs brokerage and freight logistics company founded in 1955 and located in downtown Vancouver. We are seeking an experienced, qualified **customs broker** to join our amazing team (presently 22 people) and help continue our reputation of providing responsive, knowledgeable, and accurate service to our clients.

You are a team player looking to make a multi-year commitment. You embrace technology and learning new skills. Courtney Agencies is a full-service brokerage firm and so a strong understanding of how the industry works and what clients really need from their broker is important to do this role well.

### Responsibilities

Direct communication with service providers, clients, and colleagues. Processing customs entries of all types, modes and values which includes:

- identifying and pursuing additional documents or data
- identifying import and/or permit requirements
- documentation or data review
- obtaining credit release
- monitoring customs releases
- Surrendering payments and documentation when required
- Setting up local delivery as needed
- Working with Canada customs and other departments to secure release of shipments
- Determining harmonized tariff classifications and valuation

### Skills

- Provide knowledgeable client service
- Written and verbal communication skills (our staff team includes ten languages)
- Strong data entry and software skills, e.g. Word, Excel; Windows and text-based
- Adopt new technologies in support of a paperless environment
- Organizational skills and attention to detail
- Interpersonal, team-oriented skills



- Ability to manage time effectively and prioritize work in a live operations environment
- Motivated and hard-working
- Open to learning and feedback

### Knowledge

- Canadian customs regulations including HS classifications
- Other government department regulations and requirements
- knowledge of US exports, Descartes Canada customs software & logistics/freight; as well as team leadership are all strong assets, although not essential

### Education

- CCS (certified customs specialist) designation or equivalent
- CTCS and/or US CCS is a strong asset
- Post-secondary education degree is a strong asset
- Eager to learn and train for new adventure

### ***Compensation & Location***

Competitive, based on experience and skills. Extended health and dental benefits. This is a full-time permanent position. This role is ideally locally-based with in office presence (presently downtown Vancouver) in the long term while working from home full-time or part-time until COVID risk passes. We will consider a fully remote hire if other attributes are very strong.

### *About Courtney Agencies*

Our purpose is to make it easier for values-based businesses to succeed in the global marketplace and our vision is a global community where trade enhances understanding and quality of life. **Courtney Agencies: Bringing businesses closer together**

If this sounds like the kind of company you want to be a part of, and you already have strong customs rating experience, please get in touch. We are only looking to hire someone who is already permanently residing in Canada (preferably in Greater Vancouver area) and who already holds a valid Canadian work permit. We are only able to respond to qualified candidates at this time.





**COVID-19 Considerations**

We have strong COVID safety protocols in place including plexiglass barriers, sanitization etc. Many staff are working from home part time or full time during COVID and we follow strict rules to avoid the office if showing any symptoms.

Send your CV and cover letter to [resume@courtney.ca](mailto:resume@courtney.ca)

