



Job description: Shipping and Customs Coordinator

Job title:	Shipping and Customs Coordinator
Reports to:	Airport & Security Manager
Location:	London E14
Hours of work:	Full time
Job purpose	The Shipping team have a critical role in ensuring that Momart and our clients comply with all applicable customs, import and export laws and regulations. The team assist the project Co-ordinators with organising and coordinating the transportation and shipping of Fine Art to and from the UK.
Key tasks	<ul style="list-style-type: none">• Preparation and execution of essential shipping paperwork for both Export & Imports• Input Export & Import customs entries to ASM Sequoia• Requesting internal resources required to carry out each job to meet strict deadlines• Liaise with departments across the business to ensure jobs run smoothly• Making and taking of supplier calls and negotiation of shipping rates• Advising Co-ordinators of flight options and rates <p>In addition to the above, there may be a need for additional support within other Momart departments in times of high workload and to help solve problems. You may also be called upon to work out-of-hours and at weekends.</p> <p>Training will be provided both on the job and relevant external training is supported.</p>
Skills & personal qualities	<p>Essential</p> <ul style="list-style-type: none">• At least 3 years' experience in a similar role within the shipping industry/freight forwarding• Knowledge of airfreight and customs processes• A methodical approach, with a high attention to detail• Excellent computer literacy• Well-developed numerical and analytical skills• Able to work well under pressure and manage time effectively• Excellent communication and customer service skills both internally and externally• Experience with ASM Sequoia or similar customs system <p>Advantageous</p> <ul style="list-style-type: none">• Confident in using the CHIEF system• A background in freight forwarding• Knowledge of aviation security• Experience booking sea freight or airfreight with external suppliers

**Company
description**

Momart is the premier fine art handling, shipping and storage company in the UK. Established in 1972, we have world-class reputation for providing solutions to the most complex art transport and installation challenges. We have been involved in handling many of the world's most prestigious fine art objects and are now the agent of choice for the many national museums, art galleries and private collectors.

Please note: As a Regulated Agent, Momart Ltd. is required to carry out reference checks on all our employees. It is an offence under the Aviation Security Act 1982 as amended by the Aviation & Maritime Security Act 1990 and the Anti-terrorism, Crime and Security Act 2001, to give false information regarding this reference.