



<https://intscanada.com/job/duty-drawback-clerk/>

INTS-Duty Drawback Clerk

Description

At Elizabeth Grant offer a fast-paced, dynamic, inclusive work environment where all employees have meaningful role. You will be challenged to achieve, develop, and grow as part of a hyper-growth company. Your success is our success! We are constantly innovating and have strong desire to grow. We love working in a team environment where trust is key and we all strive to make an impact every day. If this sounds like the right fit, please apply and come work with us.

Duties & Responsibilities:

1. Extract duty paid from the ERP.
2. Format and analyze extracted reports identifying duties paid and related periods.
3. Match dutiable items imported with finished goods exported.
4. Populate data from above reports into prescribed format acceptable for submission to CBSA or consultant.
5. Ensure all pertinent backup is available to support duty drawback claim.
6. Provide samples or responds to questions from CBSA or consultants when required.
7. Provide efficient & professional administrative support in all the above areas as required.
8. Exercises good judgment in recognizing scope of authority and protecting confidential information.
9. Ensures sensitive information is properly retained & backed up for use of the business.
10. Develops harmonious working relationships with co-workers.
11. Complies with all WHIMIS and Health and Safety requirements.
12. Adheres to Good Manufacturing (GMP) and Good Documentation (GDP) practices.
13. Attends all required training (both in-house and off-site).
14. Other duties as assigned

What You'll Need

· Prior experience working in manufacturing with a working knowledge of BOMs is required

Hiring organization

INTS Consulting

Date posted

2023-05-26

