

Careers in the Supply Chain

CUSTOMS BROKER

National Occupational Classification Code – 1236

Alternative Titles:

- cargo broker
- chartered ship broker
- licensed customs broker



Industry Description

Customs brokers clear goods through customs and to their destination on behalf of importer and exporter clients. They are employed by customs, ship or other brokerage establishments or may be self-employed.

General Job Description

Customs brokers buy, sell and negotiate transactions and/or other services between parties on behalf of the company.

Job Functions

Customs brokers perform some or all of the following duties:

- Prepare and process import/export documents and other forms on behalf of clients according to customs regulations, laws and procedures.
- Sign import/export documents on behalf of client, using power of attorney.
- Arrange for payment of duties, taxes, and charges for storage and transportation of imported goods and bonds to cover duty goods.
- Quote duty and tax rates on commodities for clients.
- Provide advice to clients on export and import restrictions, tariff systems, letters of credit, insurance requirements and other customs-related matters.
- May represent client before administrative tribunals or in other dealings with government officials.

Physical Demands Analysis

- Good-to-excellent physical condition
- Manual dexterity
- Ability to get along well with others
- Good communications skills

Position Expectations

Essential Skills	
Reading Text	3
Document Use	3
Computation	2
Writing	1
Oral Communication	2
Thinking Skills	2
Working with Others	3
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of secondary school is required.
- Some post-secondary education in commerce or a related field may be required.
- Customs brokers require several years of on-the-job training and completion of a customs brokers training program through the Canadian Institute of Customs Brokers.
- A customs broker licence, issued by the Canada Customs and Revenue Agency, is required for an individual or company to operate a customs brokerage business.
- Ship brokers selling cargo space on ships usually require several years of on-the-job training or related experience such as shipping-company scheduling experience.
- Correspondence courses from the Institute of Chartered Ship Brokers are available for shipbrokers.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Custom Broker	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>