

# Careers in the Supply Chain

## **CUSTOMS BROKER ANALYST**

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**National Occupational Classification Code – 1113**

**Alternative Titles:**

- broker
- warehouse broker
- customs broker
- certified broker
- licensed customs broker
- merchandise broker



### **Industry Description**

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Customs Broker Analysts clear goods through customs and to their destination on behalf of importer and exporter clients.

### **General Job Description**

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Customs Broker Analysts are directly involved in purchasing and expediting the delivery of goods.

### **Job Functions**

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Customs Broker Analysts 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**

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Customs Broker Analysts work in an office environment. Travel, meeting deadlines or taking inventory may require working longer, irregular hours.

## Position Expectations

Essential Skills	
Reading Text	3
Document Use	3
Computation	2
Writing	2
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 license, issued by the Canada Customs and Revenue Agency, is required for an individual or company to operate a customs brokerage business.

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
7	Vice President	7 years	10 years+
6	Director	5 years +	6 years
5	Manager	4 years +	5 years+
4	Manager Trainee	3 years +	4 years
3	Coordinator/Supervisor	2 years+	3 years
2	Supervisor Trainee	2 years	3 years
1	Customs Broker Analyst	1 year	2 years

## References

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- 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>