

Careers in the Supply Chain

EXPORT BROKERAGE CLERK

National Occupational Classification Code – 1236

Alternative Titles:

- cargo broker
- chartered ship broker
- customs broker
- licensed customs broker
- ship broker



Industry Description

Export Brokerage Clerks clear goods through customs and to their destination on behalf of importer and exporter clients. Shipbrokers buy and sell cargo space on ships on behalf of clients. This unit group also includes other brokers, not elsewhere classified, who negotiate commercial transactions or other services between parties on behalf of clients.

General Job Description

Export Brokerage Clerks ensure proper and efficient coordination of customs clearance between customers and brokerage service partners.

Job Functions

Export Brokerage Clerks perform some or all of the following duties:

- Set up customer accounts for billing, if not already existing.
- Prepare Power of Attorney and customs paperwork as required.
- Co-ordinate shipments with freight coordinator(s) if required.
- Act as liaison between customers, service partners and sales managers.
- Set up shipments for clearance at appropriate border crossing.
- Forward customs clearance documentation to customers for their files.
- Monitor and track Temporary Import Bonds.

Physical Demands Analysis

Export Brokerage Clerks 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	Brokerage Clerk	1 year	2 years

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>