



BROWNSTONE INTERNATIONAL, INC.

International Logistics · US Customs Clearance · Domestic Trucking · Warehousing

Position

Licensed Customs Broker Manager/Supervisor

Brownstone International is looking for an experienced Licensed Customs Broker to be the Leader and Manager or Supervisor (depending on experience) of our Customs Brokerage team. We are looking for someone who is motivated to lead our CBP team into the future.

About Us

Brownstone International, Inc is a local company based in Portland, OR with a global reach. Our focus is on providing the best customer service to ensure that our customer's products are imported on time and with no additional charges.

Job Description

- Ensure Customs Border Protection (CBP) Corporate Compliance
- Primary corporate contact for CBP national & local offices.
- Lead and manage a small (3-4 person) team of customs brokers and entry writers to ensure timely submission of forms and clearances.
- Provide excellent and timely customer service, and proactively inform clients of the status of shipments.
- Maintain and keep current all CBP compliance documentation for management audit and record retention.
- Review/Reply and monitor all Customs rejections, CBP 28's and CBP 29's. In addition to any needed correspondence with PGA's.
- Adhere to any CBP CFR 19 Regulations.
- Work with other Internal departments to ensure our customers' needs are met on deliveries and warehousing.
- Work with sales staff to ensure we generate new business and ensure customer satisfaction.
- Develop, implement, and maintain internal customs procedures and policies. This includes actively cross-training import team members to support import and CBP Brokerage activities.
- Responsible for ensuring accurate accounting information is entered by your team on all Customs Brokerage shipments.
- Strong emphasis on teamwork and professional/respectful communications with teammates and customers.
- Provide guidance to Importers to help them understand and meet CBP and other government agency rules and regulations.
- Stay up to date on CBP and other government agency changes.

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Qualifications

- 5+ years of Customs Brokerage Experience
- 2+ years of Supervisory Experience
- Currently hold an active license as a CBP Broker
- Thorough knowledge and understanding of and experience with CFR 19 US Customs Regulations and the USHTS processes including the following:
 - Proper Classification
 - Exam Coordination – CES, CBP, Nationwide & Local Terminals
 - ADD / CVD
 - Other PGA requirements – FDA, DOT, EPA, USDA & others
- Thorough knowledge of International Trade
- Experience coordinating recovery and delivery of goods to end users
- Demonstrable Customer Service Experience
- Great written and verbal communicator
- Intermediate Computer skills – Able to use Word, Excel, Outlook, online portals, etc.
 - Able to learn new programs, or have experience in Magaya/ACELYNK
- Detail-oriented, organized and have the ability to effectively manage multiple priorities.

Benefits

- Paid Vacation, Holiday and Sick Time
- Medical and Dental Insurance
- Life Insurance
- Simple IRA with 3% Matching

To apply, please send a cover letter and resume to hr@brownstoneintl.com.

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