



Job Title: Customs Entry & Supply Chain Administrator

Location: Chesterfield, UK (Office-based)

Department: Supply chain

Reporting To: Procurement Manager

About Gould Alloys

At Gould Alloys, we pride ourselves on being a trusted industry leader. We are looking for a meticulous and driven Customs Entry & Supply Chain Administrator to join our team in Chesterfield. In this role, you will play a critical part in ensuring the compliant, cost-effective, and timely flow of goods into our warehouse, managing international shipments from initial order through to final arrival.

The Role Overview

As our Customs Entry & Supply Chain Administrator, you will be the guardian of our import compliance and logistics tracking. You will oversee the administrative milestones of our wider supply chain, ensuring all inbound shipments adhere strictly to domestic and international customs laws, while keeping our internal systems up to date.

Key Responsibilities

Focus Area	Core Duties & Tasks
Customs & Compliance	• Review pre-shipment documentation for accuracy (valuation, origin, quantity). • Classify products using Harmonised System (HS) commodity codes and Tariff headings. • Manage customs clearance brokers and ensure correct Customs Procedure Codes (CPC) are used. • Lodge entry forms to clear goods from our bonded warehouse into free circulation. • Maintain secure audit trails of records, certificates of origin, and import licenses.
Logistics & Coordination	• Partner with freight forwarders to optimise routes and monitor transport milestones. • Track international purchase orders to flag and mitigate bottleneck risks. • Coordinate with the warehouse team to plan intake schedules and share packing lists.
Data & Systems Management	• Allocate, adjust, and update Purchase Orders (POs) inside the ERP system. • Maintain data integrity for logistics fields (weights, dimensions, origins, tariff codes). • Generate weekly supply chain KPIs tracking lead times, expenditure variances, and forwarder performance.
Inventory & Finance Control	• Control warehouse stocks, ensure paperwork accuracy, and conduct PI stock counts.

	• Investigate supply chain discrepancies (short-shipments, transit damages) and resolve with suppliers. • Reconcile freight forwarder and customs broker invoices against quotes for Finance.
--	--

What We Are Looking For

Experience & Qualifications

- Essential: Proven experience working in a global supply chain environment or direct experience in an import administration role.
- Essential: A solid understanding of end-to-end supply chain activities, including inventory management.
- Desirable: Formal qualification/certification in International Trade, Logistics, or Customs Compliance (e.g., UK Customs Academy, BIFA, or equivalent).
- Desirable: Strong understanding of HS Tariff Classification, Incoterms 2020, import documentation, and direct customs entry software / duty deferment accounts.

Skills & Attributes

- Numerical & Analytical: Highly analytical with the ability to interpret data and metrics to forecast future needs.
- IT Literacy: Proficient in Microsoft Office, with advanced Excel skills for data manipulation and reporting.
- Soft Skills: Excellent interpersonal communication skills, highly organised, adaptable to changing priorities under pressure, and a high degree of honesty and integrity.

Working Conditions

- This role is based at our Chesterfield facility, though minimal national or international travel may occasionally be required to support wider business needs.

How to Apply

If you are a logistics professional with a sharp eye for detail and a passion for compliant supply chain operations, we want to hear from you!

Please submit your CV and a brief cover letter directly to our Procurement Manager to express your interest.

mward@gouldalloys.co.uk