



TEFON HR SARL

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TEFON HUMAN RESOURCES Sarl

Vacancy announcement

CUSTOMS ASSISTANT

Our client, a multinational company, specialized in oil and gas, is looking for a “Customs Assistant” to accompany its activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Finance & IT
Reports to	Customs/Lifting Team Leader
Year	2022
Headcount	1

Job Purpose/Summary

The Customs/ Lifting Assistant is a member of the Import/Export Team that is responsible for all Import/Export activities of the Company.

Key Accountabilities/Result Area

MAIN RESPONSIBILITIES

- Raise/collect a proforma invoice from vendors.
- Ensure a SGS DI is raised from E-GUCE for each invoice/proforma invoice.
- Proceed to bank domiciliation of the importation.
- Follow up the delivery of service or goods.
- Follow up the payment process.
- Make sure the payment is made through the bank of domiciliation.
- Prepare the importation file for regularization through central bank or commercial bank.
- Submit the file to the bank for regularization.
- Get from the bank the attestation of regularization.
- Ensure proper archiving of the whole process.
- Assist during audit from Customs/ central Bank / Ministry of Finance.
- Make sure the company incur zero fine or penalty from FX operations.
- Perform any other task that may be given to him in relation to FX regulation

254 rue Bebey Eyidi, Akwa / BP : 842 Douala-Cameroun

Tél.: (237) 233 43 95 74 / 681 141 514 / 694 010 541 www.tefonhr.com / Email: tefonhr@tefonservices.com / fon@tefonservices.com

Capital : 1 50.000.000 CFA - NIU : M020500018172B - RC : RC/DLA/2005/B/158

HSSE

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.
- **N.B: The incumbent may perform other related duties as assigned**

Interface & Dimensions

- Ability to work safely in and out of the office and is prepared to work long hours when required to do so.
- Work with all Departments in the Company but principally SCM, Operations and Technical.
- Interfaces with contractors, forwarding/clearing agents, shipping agents, customs and other government agencies.

Key Challenges

- Understanding BEAC & Customs laws/regulations and procedures.
- Understanding the customs requirements for importation of materials by oil companies operating in Cameroon.
- Be morally and ethically upright.
- Be able to work accurately and timely with minimum supervision.
- Ability to work as part of a team.

Experiences / Competence & Requirements

- Minimum qualification of a two-years university degree.
- Minimum 1-3 years' experience working in the area of customs clearing, shipping or freight forwarding.
- A good understanding of the roles of the different actors in the customs clearing process.
- Ability to read, write and communicate in English and French.
- Knowledge of the CEMAC Customs Code, Harmonized System of materials classification and Incoterms 2010 Rules.
- Understand how customs duties are calculated and be able to verify the accurateness of the calculations.
- Know the different Customs Regimes for import/export operations in Cameroon.
- Have credibility and good interpersonal skills
- Have good initiative and ability to work independently
- Ability to learn quickly

*All interested candidates should submit a CV and cover letter
to: tefonhr@tefonservices.com/www.tefonservices.com/latest
6th April 2022*

*This vacancy is open to all interested candidates both internal
and external*



*Edmond ARM
Jack Umar Edmond
24th / March / 2022*