

BROKERAGE & MATERIALS OFFICER - GRAND TURK

Applications are invited from interested and suitably qualified individuals for the position of **Brokerage & Materials Officer, Pelican Energy TCI**, Grand Turk, Turks and Caicos Islands.

Description

The Brokerage and Materials Officer is responsible for customs brokerage, warehouse operations, inventory control, and materials management activities for Grand Turk and Salt Cay operations. The role ensures compliance with customs regulations, maintains the security and accountability of Company inventory, and supports the efficient movement, storage, and availability of materials required for operations.

The position also provides local procurement and logistics support in coordination with the Head Office Supply Chain team and in accordance with established Company policies, procedures, and delegated authorities.

Main Duties & Responsibilities

Customs Brokerage

- Administer all customs import and export activities for Grand Turk and Salt Cay operations.
- Determine and verify harmonized tariff classifications and valuation in accordance with the applicable tariff coding system.
- Prepare, process and maintain import and export documentation for timely entry, in compliance with customs regulations, laws, and procedures.
- Create manifest documentation in accordance with customs regulations for fuel deliveries for Grand Turk and Salt Cay Power Plants.
- Arrange payment of duties, freight charges, and customs processing fees to facilitate timely clearance of goods.
- Liaise with customs officials, freight forwarders, shipping agents, transportation providers, and government agencies to facilitate the efficient movement of goods
- Sign customs and shipping documents on behalf of the Company as authorized. Clear goods through customs and arrange transportation to their final destination using approved service providers.
- Stay abreast of changes to import and export laws, regulations and customs requirements.
- Compile and maintain all documentation required for customs clearance, including customs invoices, certificates of origin, bills of lading and cargo control documents.
- Advise the Company on import and export requirements, restrictions, tariff classifications, insurance requirements, quotas, and related matters.

Warehouse and Materials Management

- Ensure the timely processing of all warehouse and stores activities.
- Monitor inventory levels at all storage locations.
- Create requisitions for inventory replenishment requirements.

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- Inspect and ensure accurate documentation of all equipment and materials ordered and received by the company.
- Accurately document all materials issued to operational departments and allocate them to the appropriate work orders.
- Ensure all returned materials are accurately documented, returned to inventory, and allocated against the appropriate work orders.
- Accurately document inventory transfers between locations.
- Coordinate the salvage and disposal of materials returned to stores in accordance with Company procedures.
- Assist with physical inventory counts and cycle counts activities.
- Ensure the safe, secure and orderly storage of all materials and supplies.
- Maintain all storage areas and equipment in a clean and orderly manner.
- Participate in the on-call roster as required to support operational requirements after normal working hours, weekends, and holidays.
- Prepare materials for inter-island or overseas shipment as directed by the Manager.

Procurement Support

- Support the Procurement and Logistics Officer and the wider Supply Chain team with procurement activities for Grand Turk and Salt Cay operations.
- Coordinate with suppliers regarding deliveries, documentation, and order status updates.
- Monitor inventory levels and communicate replenishment requirements to the Procurement and Logistics Officer.
- Support approved local purchasing activities within delegated authority limits and established procurement policies.

Other Responsibilities

- Act as the local Supply Chain representative in Grand Turk for inventory, brokerage, logistics coordination and approved procurement support activities.
- Liaise between Grand Turk Operations and the Head Office Supply Chain team to ensure material availability and efficient execution of operational requirements.
- Coordinate with the TCIG Road Traffic Department regarding annual licensing of Company vehicles operating in Grand Turk and Salt Cay.
- Maintain inventory of office supplies and arrange replenishment as required.
- Perform other duties as assigned by the Manager, Supply Chain.

Academic/ Technical/ Management Experience and Qualifications:

- Associate Degree in Supply Chain Management, Accounting, Business Studies, or a related discipline. A Bachelor's Degree in a related field would be an advantage.
- Minimum five (5) years' experience in customs brokerage, procurement and logistics, warehouse operations, inventory management or related supply chain functions.
- Knowledgeable of current tariff classifications and customs requirements.
- In-depth knowledge of TCIG customs regulations, procedures, documentation requirements, and import/export processes.
- Knowledge of transportation and logistics principles associated with moving goods by air, sea, and road Valid driver's license.

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Abilities and Skills:

- Excellent team building and interpersonal skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Applications, Inventory Control Systems; and ASYCUDA World.
- Ability to effectively liaise with customs authorities, suppliers, freight providers, and government agencies.
- Ability to work under pressure and meet strict deadlines
- Self-motivated, goal-oriented, and a team player

Compensation commensurate with experience and qualifications.