

To our European office – STTAS Europe Sp. z o. o. – we are currently seeking applicants for the position:

Junior Analyst (Business Representative)

Location: Warsaw

www.sttas.com

Role:

Analysts are responsible for coordinating various customs-oriented requests related to compliance with the customs law.

Main responsibilities:

- Verifying documents (import and export related/ declarations of origin) for accuracy and/or auditing Import/Export filings, to ensure declarations are timely and accurate.
- Inputting (keying) and auditing data in internal database.
- Interacting with the client and client-related parties (communication, follow up).
- Providing requested data to the client.
- Escalating issues timely, as needed in accordance with process procedures.
- Understanding and applying international trade rules and regulations.

Requirements:

- A college degree. Fresh graduates are more than welcome.
- Interest in customs and taxes.
- At least intermediate level of English required. German/ French language will be as asset.
- Good teamwork skills.
- Ability to work independently.
- Knowledge of MS Office (Word, Excel, Access) is an asset
- Good organizational, communication and customer service skills.

We offer:

- Employment contract.
- Full-time work.

- On-the-job training.
- Private health package.
- Sports card.
- Home office or telework option.
- Holiday benefit once a year.
- Flexible working hours.
- Work-life balance.
- Possibility to start work between 6 am and 10 am.
- Integration events and additional benefits recurring periodically.

STTAS, a UPS company is an equal opportunity employer.

All resumes are held in confidence. Resumes will not be accepted from recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.

You are kindly requested to include the following clause in your application: "I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process by STTAS Europe Sp. z o.o. with headquarters in Warsaw (02-092 Warsaw), at Żwirki i Wigury 18, in accordance with the art. 6, section 1, item a of GDPR."