

Overview:

The Costing Specialist plays a critical role within the supply chain and imports function, ensuring products move efficiently through the import, shipping, clearance, and costing process. Working closely with freight forwarders, customs authorities, suppliers, and internal stakeholders, the successful candidate will manage shipment documentation, reconcile costing information, resolve import-related queries, and ensure compliance with relevant procedures and regulations. This role is ideal for someone who thrives in a detail-oriented environment, enjoys working across multiple stakeholders, and takes pride in ensuring accuracy throughout complex operational processes.

Responsibilities:

- Manage day-to-day import costings and associated administration
- Coordinate with local and international freight forwarders
- Monitor shipment status and resolve shipping-related queries
- Manage customs, tariff, and regulatory clearance processes
- Investigate and resolve shipment shortages and claims
- Ensure compliance with import and clearance procedures
- Reconcile creditor accounts and resolve outstanding queries
- Maintain accurate costing records and documentation
- Coordinate shipping and customs documentation requirements
- Liaise with suppliers, freight partners, and internal stakeholders
- Manage forwarder reporting and shipment tracking
- Support receiving teams with shipment verification and documentation

Requirements:

- 2–3 years experience within imports, logistics, supply chain, or FMCG environments
- Experience working with freight forwarders and shipping processes advantageous
- Knowledge of customs procedures and import regulations preferred
- Experience managing operational administration and reconciliations
- Experience working with large volumes of data and documentation