



# Lumber Liquidators

## Job Description/Position Summary

**Job Title:** Analyst - Global Trade Compliance

**Department:** Compliance **Job Grade:** \_\_\_\_\_

**Reports To:** Kelley Edwards **Job Status:** \_\_\_\_\_

**Company Code:** \_\_\_\_\_ **EEO Code:** \_\_\_\_\_

**General Work Schedule:** This position routinely works Monday through Friday. May work beyond a standard fulltime schedule and may involve some evening or weekend work based on business needs.

**Number of People Supervised:** 0 **Budget Managed (\$):** \_\_\_\_\_

### GENERAL POSITION SUMMARY

The efficient and compliant import/export of materials is essential to the success of Lumber Liquidators (LL). The Analyst - Global Trade Compliance will be a subject matter expert for trade-related matters. He/she will be accountable for customs-related operations and compliance with applicable import/export laws. This position executes all customs compliance processes to ensure that import/export transactions are accurate, timely and cost-effective.

### ESSENTIAL FUNCTIONS OF THE POSITION

#### ***Reasonable Accommodations Statement***

*To perform this job successfully, an individual must be able to complete each essential function (job duty/requirement) satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities or sincerely held beliefs, to perform the essential functions. Contact HR for additional information.*

#### **Job Duties and Responsibilities:**

- Ensure compliance with laws and regulations related to importing and exporting globally through the development of and maintenance of a compliance program based on written instructions, documentation, training, pre/post entry audits and process improvement
- Execute applicable trade compliance processes to facilitate import activity
- Classify LL's products in the harmonized tariff system (HTS) for US and Canadian imports
- Become proficient in use of and act as company subject matter expert for LL's PO management system
- Liaison with customs broker(s) to ensure processing is filed timely and accurately for inbound shipments
- Develop and maintain procedures and work instructions for internal controls and risk assessment
- Create and maintain KPIs for compliance-related activities

#### **Additional Requirements:**

- Proactively assist others. Step in and help when and as needed.
- Execute special projects and perform other duties as assigned.
- Ability to solve problems and apply creative and timely solutions.
- Attendance and reliability is extremely important in this position
- Customer Focus – Establish and maintain effective customer relationships. Seek to understand customer



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needs and deliver solutions that meet customer expectations.

- Accountability – Follow through on commitments. Take personal responsibility for decisions, actions, and failures.
- Collaboration – Cooperate with others to achieve shared objectives and get work done. Consider interests of others as well as one's own.
- Instill Trust – Show consistency in word and action. Treat others with respect. Operate with honesty and integrity.
- Business Insight – Identifies trends, opportunities and threats and uses this knowledge to strategically guide actions. Apply knowledge of business and the marketplace to advance corporate initiatives.
- Plans and Aligns – Plans and prioritize work to meet commitments aligned with corporate goals. Anticipates problems. Develops contingency plans. Tracks and manages progress of work.
- Attracts and Develops Talent - Attracts and selects diverse and high caliber talent to meet the teams' needs. Closes talent gaps by recruiting and developing the right balance of internal and external candidates. Places a high priority on developing others through coaching, feedback, exposure, and stretch assignments. Aligns associate career development goal s with organizational objectives to plan developmental moves.
- Situational Adaptability – Adapt approach and demeanor in real time to match shifting demands of different situations. Readily adapts personal, interpersonal, and leadership behavior.
- Change Management – Adaptable to a fast paced, shifting work environment; willing to remain flexible to accommodate changing business conditions, work requirements, customer and scheduling needs.
- Detail Oriented – Attention to detail, ability to focus on the project or task at hand, adherence to Company policies and requirements while consistently delivering error free results.
- Leads by example in following the Company Code of Business Conduct (Ethics), all applicable tenants of the Lacey Act and other laws, policies and procedures. Immediately reports all concerns to the appropriate party.
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Physical Demands		Lifting / Carrying Requirements	
Standing		10 lbs. or less	
Walking		11 – 20 lbs.	
Sitting		21 – 50 lbs.	
Hand/Finger Dexterity		51 – 80 lbs.	
Reach - Outward		Over 80 lbs.	
Reach – Above Shoulder		<b>Push / Pull Requirements</b>	
Climb – Ladder Use		10 lbs. or less	
Crawl		11 – 15 lbs.	
Squat or Kneel		16 – 40 lbs.	
Bend		41 – 80 lbs.	
Twist		Over 80 lbs.	

N (Not Applicable)

Activity is rarely required or is not applicable to this occupation.

O (Occasionally)

Required up to 33% of the time (0 to 2 ½ hours/day)

F (Frequently)

Required between 33% to 50% of the time (2 ½ to 4 hours/day)

C (Constantly)

Required more than 50% of the time (more than 4 hours per day)



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### **Other Physical Requirements:**

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Ability to effectively communicate with others; ability to speak, understand and write English required

### **POSITION QUALIFICATIONS**

#### **Education:**

- High school diploma or GED required. Bachelor's degree preferred

#### **Related Experience, Qualifications and/or Certifications:**

- 3+ years of related experience in International Trade and Compliance; or equivalent combination of training, education or experience preferred
- Knowledge of customs and regulatory compliance a plus
- Ability to speak effectively and present information to vendors and LL business partners
- Excellent customer service and interpersonal skills with experience collaborating with multiple departments
- Ability to independently troubleshoot and solve problems
- Ability to manage multiple tasks in a high-volume, fast-paced environment
- Data and detail-oriented with a high degree of accuracy

#### **Computer Skills / Special Equipment Knowledge:**

- Advanced knowledge of Microsoft Excel
- Ability to use Microsoft Office suite
- Ability to learn SAP and trade-related systems

### **WORK ENVIRONMENT**

Individuals in this position generally work in an office environment that involves the use of office equipment, such as computers, copiers, telephones, and other office machinery/equipment. Individuals may experience occasional exposure to a retail sale and/or warehouse environment involving material moving and heavy equipment (e.g. forklift) where there may be some exposure to moderate noise, outdoor elements (heat and cold) and airborne particles.

***The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and does not change the "at-will" relationship. Lumber Liquidators reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Contact the Human Resources department (HR) with any questions.***