



Job Opportunity

Company	Floor and Decor
Job Title	Customs Operations Analyst
Location	Atlanta, GA
Salary Range	\$55K - \$65K
Relocation Assistance	Negotiable

PURPOSE

The Customs Operations Analyst will support, monitor and enhance our Global Trade Compliance Foreign Trade Zone and Customs Trade Partnership Against Terrorism (CTPAT) operations. This position will work cross-functionally with the Supply Chain and Merchandising teams, as well as with product vendors and customs brokerage service providers.

MINIMUM ELIGIBILITY REQUIREMENTS

- Bachelor's degree with focus in Supply Chain or Business Administration is preferred.
- 2-3 years of experience in a U.S. Customs environment. Importer or customs broker experience with Foreign Trade Zones (FTZs) and the Customs Trade Partnership against Terrorism (CTPAT) program is preferred.
- Must possess strong written and verbal communication skills with a high attention to detail and be able to communicate effectively with different levels of the organization.
- Thrives on a challenging and rapidly changing environment. Must be self-starter and can prioritize effectively.
- Strong computer skills including advanced Microsoft Excel and Word.
- Ability to multi-task, meet deadlines, and work in a fast-paced environment.
- Must pass pre-employment background check.

ESSENTIAL FUNCTIONS

Supply Chain

- Manage and audit our Foreign Trade Zone daily activities to ensure compliance to FTZ regulations.
- Manage through new U.S. Customs FTZ/CTPAT procedures and regulations as they occur.
- Analyze FTZ performance and implement opportunities to drive audit compliance and efficiency of operations.
- Evaluate software performance and provide recommendations on improvements.
- Manage CTPAT process including vendor and DC reviews/audits.
- Support preparation for and execution of U.S. Customs compliance visits related to FTZ and CTPAT.

- Maintain Foreign Trade Zone, CTPAT and customs brokerage operations SOPs.
- Develop and manage performance scorecards for customs brokerage service provider. Provide recommendations and implement solutions to drive improvement in performance.
- Provide analytical support for Senior Manager Global Trade Compliance & Senior Director of International Logistics.

WORKING CONDITIONS (TRAVEL, HOURS, ENVIRONMENT)

- This position is salaried, exempt, *knowing it may include hours which exceed eight hours in a day or forty hours in a week*
- *Occasional* travel required including air and car travel
- While performing the duties of this job, the employee is *occasionally* exposed to a warehouse environment and moving vehicles. The noise level in the work environment is typically *quiet to moderate*.

PHYSICAL/SENSORY REQUIREMENTS

Sedentary Work – Ability to exert 10 - 20 pounds of force occasionally, and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Equal Employment Opportunity:

Floor & Decor is an equal opportunity employer and is committed to equal opportunity for all associates and applicants. F&D recruits, hires, trains, promotes, compensates and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information or any other status protected by applicable law.

This policy applies to all areas of employment, including recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, discipline, termination, compensation, benefits and all other privileges, terms and conditions of employment. This policy and the law prohibit employment discrimination against any associate or applicant on the basis of any legally protected status outlined above.

Contact Information to Apply

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