

The Role: Xylem seeks to hire a Trade Compliance Specialist who will create and manage a trade compliance program by developing robust processes and standard operating procedures to ensure compliance with U.S. & Canada regulatory requirements and corporate trade compliance policies. The Trade Compliance Specialist will work across operational management as a team player to ensure compliance throughout the business unit.

Essential Duties/Principal Responsibilities:

- Implement U.S., Canadian and Xylem trade compliance policies by assisting the business to develop robust processes, standard operating procedures, and other automated trade compliance tools.
- Work in conjunction with the Xylem Trade Compliance Director to improve existing policy and develop new policy as needed to maintain compliance with changing government regulations.
- Ensure all U.S. and Canadian sites comply with applicable regulatory requirements and Xylem Trade Compliance Policy.
- Work in partnership with U.S. and Canadian logistics personnel to develop, implement and share best practice programs as related to import and export regulatory compliance.
- Develop and provide trade compliance training to employees specifically on U.S. & Canadian export controls, import controls, company policies and procedures.
- Work with the site Operations & Logistics Managers to drive import/export process integration where practical.
- Responsible for managing customs brokers, freight forwarders and relationships with traffic and logistics organizations.
- Maintain knowledge of key U.S. and Canadian trade compliance regulations
- Develop operational controls and procedures for the management of site duty saving opportunities and recovery as applicable
- Review all non-system export request to ensure proper classification prior to shipment
- Attend annual internal and external seminars related to trade compliance and regulatory updates.
- Coordinate and manage Free Trade Agreement process on annual basis in conjunction with Operations & Logistics management.
- Responsible for monitoring U.S. and Canadian adherence to import / export recordkeeping requirements
- Provide day to day direction on import / export compliance questions and requirements at site level
- Maintain the site Master Harmonized Tariff Schedule (HTS) and Export Administration Regulation (ECCN) listing for all imported and exported U.S. and Canadian articles, assemblies, and systems.
- Work with Operational & Logistics management to identify opportunities to maximize landed cost savings in the business. Opportunities to include, but not limited to freight cost, consolidation, routings, FTZ, regional parts warehousing and tariffs.
- Respond to U.S. & Canadian Customs on inquiries & requests for information.
- Identifies and drives trade compliance projects as appropriate across the business in conjunction with the regional Xylem Trade Compliance Manager.
- Coordinates activities with Purchasing, Logistics, Engineering & Sales and Marketing to optimize resources and savings.
- Post Audit and review of import and export documentation to insure compliance with Xylem policy and U.S. & Canadian government import and export regulations. Initiate corrections with customs brokers and freight forwarders as applicable
- Participate in Xylem's regional audit program as required.
- Manage and simplify the USMCA analysis process ensuring maximum qualification at the start of each year.
- Define and drive process improvements in the communication process to the appropriate stakeholders within the business.
- Audit US. & Canadian Customs Brokers for entry processing accuracy.
- Drive EDI process with Customs Brokers to reduce keying errors.
- Manage the proper reporting of all assists and royalties as applicable.
- Manage the GST, duty drawback process as applicable
- Manage the U.S. ACH & Canadian CARM system for automated duty payment

Minimum Qualifications: Education, Experience, Skills, Abilities, License/Certification:

- BS/BA Degree or Equivalent
- 3-5 years' experience, with a combination of technical, business and management experience preferred.
- Proficient in ECCN Classification
- Proficient in WCO/U.S. Harmonized Tariff Classification
- Significant experience – manufacturing, supply chain, traffic, logistics business and trade. Experience dealing with government agencies a plus.
- Demonstrated proficiency in both U.S. & Canadian trade and regulatory matters and ability to interpret regulatory information.
- Commitment to excellence in regulatory compliance.
- Excellent leadership ability. Able to form, develop and motivate project teams. Good mentoring and coaching skills. Excellent project management skills.
- Able to leverage own efforts through effective involvement of individuals and resources from outside the immediate team.
- Good ability to identify and adapt best practices from other organizations. Good external focus to stay “plugged in” to trends and developments within the industry.
- Strong organizational, prioritizing and planning skills
- Motivation to push projects through to solution and implementation; cognizant of time and budget constraints. High levels of energy, drive, focus.
- Excellent oral and written communication skills.
- Positive, team-oriented approach. Able to work in team leadership and team membership roles.
- Computer skills in Microsoft programs

Preferred Qualifications:

- US Customs Brokerage License highly desirable
- CTCS (Certified Trade Compliance Specialist)

Physical Demands:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Regularly required to sit or stand, reach, bend and move about the facility

Work Environment:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Office: Standard office equipment; work usually performed in an office setting free from any disagreeable elements.
- Standard weekly job hours: 40 hours
- Travel: Less than 25%

Xylem is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.