



POSITION TITLE: TRADE COMPLIANCE ANALYST
DIRECT REPORTING TO: GLOBAL SUPPLY CHAIN MANAGER
INDIRECT REPORTING TO: DIRECTOR OF GLOBAL SUPPLY CHAIN

LOCATION OF POSITION: SANTA MONICA or CITY OF INDUSTRY
SALARY: NEGOTIABLE, REMUNERATION BASED ON EXPERIENCE
RELOCATION: NO RELOCATION BENEFITS OFFERED FOR THIS POSITION

OVERVIEW:

The Trade Compliance Analyst will act as the primary point of contact for customs-related matters; specifically working with customs brokers (USA, Canada, UK & EU) and various other service providers managing the inbound & outbound flow of product. The position requires active involvement with multiple internal business units *i.e.* marketing, design, engineering & costing, logistics and supply chain.

DUTIES AND RESPONSIBILITIES:

- Clear understanding of import & export rules & regulations with respect to CBP & CBSA
- Conducts research, determine and assign accurate tariff classification, country of origin, FTA analysis, and other Customs areas at the North American level. Utilized technical information or any other supporting data to achieve a high level of classification accuracy or Customs areas
- Provide support to Logistics functions with HTS classification, mainly for USA, Canada, United Kingdom and the European Union
- Review and manage ISF is filed on-time and accurately
- Active participation in C-TPAT security profile maintenance
- Validating all government forms including but not limited to: FDA, B3s, 7501, CUSMA certificates *etc...*
- Maintaining HTS classification data integrity in ERP
- Conduct pre & post entry compliance reviews and communication / direct liaison with Customs brokers to ensure proper classification, valuation, manufacturer and country of origin is report accurately
- Ability to proactively support external parties *i.e.* freight forwarders & customs brokers through an improvement plan with respect to customs-related function. Participating and actively to develop a corrective action plan through monthly & quarterly metrics reports/scorecards
- Supporting audit assessment programs to ensure implementation and effectiveness of internal and external controls
- Support and provide assistance to Global Supply Chain Manager for any special projects and / or initiatives





REQUIREMENTS AND QUALIFICATIONS:

Education: Certified Customs Specialist (C.C.S.) or License Customs Broker (L.C.B.) strongly desired. Minimum of a college degree in related field.

Experience: Minimum of 3 years of related customs, trade compliance or import/export experience.

- Demonstrated HTS classification, Customs regulations and/or industry practice, Customs compliance experience / procedures. Detailed understanding GRI, Chapter Notes, and General Notes is a must.
- Expertise in the toy industry (or related consumer goods *i.e.*: footwear, apparel etc..) desired.
- Proficiency in Excel and *JD Edwards* (Oracle ERP).
- Intermediate understanding of customs brokerage is desirable.
- Ability to work autonomously is required.
- Meticulous, excellent organization & multitasking skills.
- Must be eligible to work in the United States, no sponsorship for this position.

CORPORATE OFFICE

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HONG KONG OFFICE

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