

## Supervisor, Customs Compliance

**Join Our Family, Build Your Career!**

### **ABOUT US:**

SanMar Corporation has been family-owned since 1971. Based in Issaquah, WA, we are an award-winning, national supplier of 21 retail, private label and mill brands. We supply apparel and accessories to screen printers, embroiderers, promotional products distributors, athletic dealers, industrial launderers and more -- whether they are outfitting a Fortune 500 corporation or the local bowling team. SanMar's success and growth can be attributed to one thing - outstanding employees who provide superior services and products to our customers. We promote a culture that acknowledges the importance of a healthy work-life balance, recognizing that happy and relaxed employees make better ambassadors for SanMar. We encourage initiative and participation by creating a casual environment that taps your full potential as an employee.

### **Position Summary:**

This position will assist the Compliance Manager with broker management, vendor compliance and internal audits to ensure all applicable laws, regulations and policies are abided by. This position will interact substantially with our US Customs Broker, internal departments and international vendors. The Supervisor, Customs Compliance is responsible for providing guidance and leadership to the Customs Compliance Coordinator(s) and will contribute to SanMar's success by managing day-to-day customs compliance operations in order to meet department initiatives and objectives including import documentation, customs clearance, customer service and problem solving.

### **Primary Duties and Responsibilities:**

- Supervise and train Customs Compliance Coordinator(s) in daily processes determining if assistance is needed; coordinating assistance as necessary.
- Serve as primary day-to-day contact for customs broker to ensure compliance with SanMar's policies and procedures including declaration of customs information and discrepancy resolution.
- Review daily customs broker status report to ensure import documentation has been received and processed timely.
- Monitor clearance of shipments resolving any issues to ensure reasonable care standards are maintained.
- Oversee post summary correction (PSC) process to ensure all corrections are filed timely according to company's process and US Customs regulations.
- Create and maintain manufacture identification codes for company database.
- Provide overage/shortage report to accounting for reconciliation with international suppliers.

- Oversee customs compliance recordkeeping to ensure compliance with US Customs regulations and company procedures.
- development, and implementation of import compliance policies, procedures and work instructions while continually looking for improvement opportunities.
- File quarterly Department of Labor pricing index requests.
- Perform other compliance related duties and special projects as assigned.

#### **Requirements for Position:**

- Knowledge of US customs clearance and international shipping documentation.
- Consistently demonstrate strong leadership skills, professionalism, and a positive attitude.
- Detail oriented with excellent analytical and organizational skills and a commitment to follow through.
- Ability to identify and take corrective action in resolving issues as they relate to international shipments.
- Excellent communication skills both verbal and written.
- Must work effectively and collaboratively in both a team and independent environments.
- Ability to handle diverse and complex tasks with a high degree of flexibility and adaptability
- A desire for continued learning as appropriate to the position.

#### **Qualifications:**

- High school diploma; Bachelor's degree preferred.
- 5+ years related experience or equivalent combination of education and experience.
- Computer skills; proficiency in Microsoft Office Suite and internet research.
- Previous supervisory experience a plus.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to use hands to finger, handle or feel; frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. The employee is regularly required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Work Environment:**

Work environment is moderately quiet office environment.

#### **BENEFITS:**

- Competitive salary and bonuses
- Medical, dental and vision plans
- Life insurance
- 401(k) plan with company match
- Flexible spending program
- Anniversary rewards
- Discounts on brand name apparel
- Diverse, laid-back atmosphere
- Flexible schedules

- Monthly employee events

If you are a service oriented person who would enjoy working for a company that provides a dynamic, family-oriented environment, this is the perfect opportunity for you! There aren't many other companies out there like us, so don't miss out, apply today, and learn what over 3,000 employees have come to know as "The SanMar Difference!"

SanMar provides opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran or disabled status.

SanMar participates in E-Verify.