



## JOB POSTING

**POSITION:** Trade Specialist – Automotive & Aerospace Accounts  
**LOCATION:** Pembina, ND (Lives in MB or ND) or Columbia, SC office (lives in SC or NC) – hybrid work option of office/some remote work from home can be discussed  
**HOURS OF WORK:** Standard Work Hours – Monday-Friday – 8:00am to 5:00pm CST – Day Shift (40 hrs per week – final schedule to be determined upon commencement of the position)  
**START DATE:** **ASAP**  
**POSITIONS:** 1

### 50 Best-Managed Employer Seeking a Trade Specialist

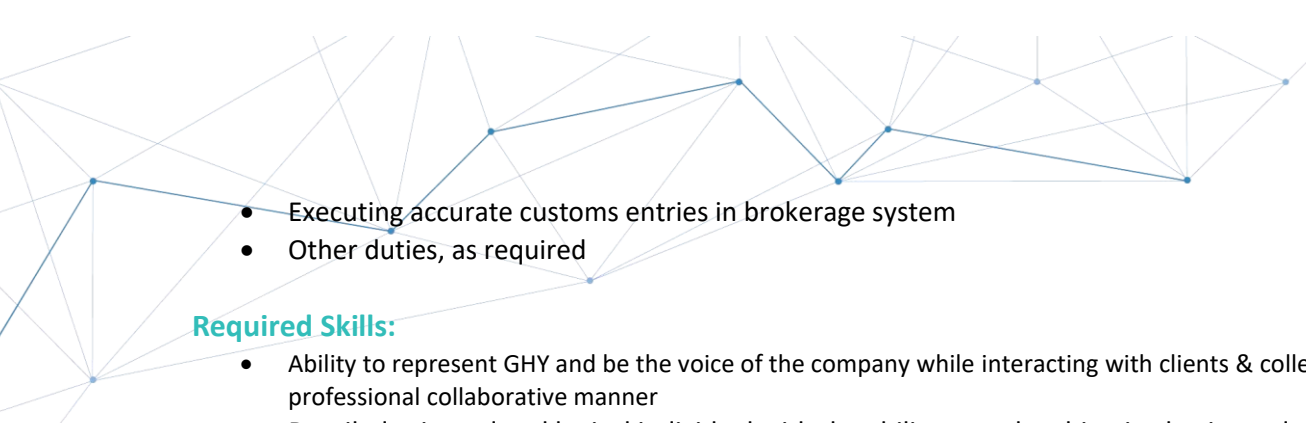
- **Work Life Balance** – We CARE (Clients are our focus, Associates matter, Relentlessly serving traders, Excellence and innovation in all we do): Giveback committee, Social committee, Cultural Ambassadors.
- **Compensation** – We pay fairly: scheduled salary assessments, bonus program.
- **Excellent Benefits** – Subsidized health, dental, vision, short- and long-term disability, life & AD&D.
- **Employee Retention** – Employee development, internal university, external training, leadership development, internal applicant preference, career planning & advancement.

GHY USA Inc. has an exciting opportunity to join the GHY USA Client Care team. GHY USA is an excellent company with a long history and superb reputation in the customs brokerage industry.

Reporting to the Customer Care Manager, this position is responsible for the transactional audit of released shipment(s), the creation of new parts and database maintenance. This position works under the direction of a Client Relations Representative (CRR).

#### Responsibilities:

- Audit of transactional shipments
- Regular communication with customers in pursuit of information
- CBP Docs required preparation
- Generating/sending client duty reports
- Sending correction of errors determined in audit to entry writer(s) for correction
- Document pursuit for free trade savings potential
- Tariff requests
- New parts creation
- Maintaining Databases
- Loading documents to DIS & ITACS
- Monitoring PGA shipments on hold, if applicable
- TPL & Permit applications, if applicable

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- Executing accurate customs entries in brokerage system
  - Other duties, as required

#### Required Skills:

- Ability to represent GHY and be the voice of the company while interacting with clients & colleagues in a professional collaborative manner
- Detailed oriented and logical individual with the ability to make objective business decisions in a fast-paced environment
- Advanced knowledge of HTS and Customs laws and regulations within the automotive &/or aerospace industry
- Understanding of tariff classification, GRI's and explanatory notes
- Experience with Customs Brokerage Software
- Strong, friendly, upbeat verbal and written communication skills
- Excellent analytical and problem-solving skills
- Recognize PGA's and impacts of PGA's at time of entry
- Understanding of Outlook, Word and Excel
- Ability to self-motivate and work independently
- Ability to pro-actively recognize problems and work to resolve them
- Work within tight deadlines

#### Qualifications:

- US Certified Customs Specialist (CCS) required
- US Licensed Customs Broker (LCB) required
- 5+ years of related industry experience

#### Education:

- Completion of Grade 12 Education

Should this excellent opportunity interest you, please submit your resume to [careers@ghy.com](mailto:careers@ghy.com) **or** call Curtis Lubinski, HR Manager at 204-947-6851 Ext 295 for more information.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.