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## Trade Compliance Specialist

📍 Anoka MN, US

Posted 6 Days Ago

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### About Us



#### **PRIMARY OBJECTIVE OF POSITION:**

This role is responsible for contributing to the growth of nVent's Compliance Department by aligning with the needs of both internal and external customers. This position is responsible for assisting the Global Trade Compliance Manager in averting risks by working cross functionally to contribute to the development and implementation of processes throughout the organization to ensure internal controls and compliance with contractual, and regulatory requirements of trade compliance.

#### **JOB RESPONSIBILITIES:**

- Assist in monitoring and analyzing impacts of changes in import/export laws and regulations and align business processes with these changes.
- Understand and utilize Harmonized Tariff Schedule of the United States (HTSUS) and Export Control Classification Number (ECCN) to ensure and provide correct classification of products.
- Work with Supply to proactively collect compliance data (HTS and Country of Origins) from suppliers.
- Audit import and export entries for accuracy and track findings to identify problem areas.
- Interface with internal and external customers in trade compliance matters.
- Participate in New Product development meetings

At nVent, we are committed to equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by national, federal, state or local law.

and provide Trade Compliance insight, where need be.

- Ability to work with other segment and regional Trade Compliance personnel.
- Provide support and verification for applicable FTAs and preferred programs.
- Provide support and verification for origin determinations.
- Assist Global Trade Compliance Manager in all Trade Compliance matters.
- Assist with the development of KPIs, monitor metrics and performs periodic performance reviews on active Customs Brokers.
- Understand Import/Export and embargo countries and US sanctions.
- Assist in development and maintenance of processes and related SOP's.
- Participate in trainings to stay updated on relevant trade compliance laws and regulations.
- Support the development and implementation of consistent procedures to promote compliance with applicable laws and obligations related to government regulations, nVent corporate directives and provide the highest achievable level of product quality and customer satisfaction.
- Remain current on relevant regulatory materials, publications, web sites, customer requests and guidance issued by government agencies to provides interpretation and guidance to nVent employees.

### **Secondary Responsibilities**

- Contribute to the development and implementation of the nVent Global Trade Compliance Program to ensure compliance with applicable laws and regulations involving international trade,
- Assist third parties in specific compliance support activities.
- Prepare compliance certifications to customers on behalf of the company.
- Utilize well defined performance metrics and continuous improvement tools to deliver measurable gains in quality and customer satisfaction related to compliance.
- Contribute to the sustenance of company compliance

with regulatory and internal policy requirements.

- Align with business resources and functional team members to support business-level controls and initiatives, coordinate training needs, as well as monitor and ensure adherence to policies, procedures and desk-level instructions relating to compliant trade transactions.
- Assist in the development and implementation of the company's policies and business procedures.
- Support company Legal counsel on compliance-related reviews, including periodic audits and concern issue resolution.
- Participate in trade compliance associations to stay current on import/export regulations and best practices.
- Assist management in mitigating risks.

**JOB CRITERIA:****EDUCATION & EXPERIENCE:**

- Bachelor's Degree in Supply Chain, Logistics, International Trade or related field/equivalent qualification.
- A minimum of 3-5 years of Trade Compliance background
- Previous experience in utilizing JDE.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Extensive knowledge and experience with HTS and ECCN classification.
- Working knowledge of the Export Administration Regulations (EAR) and U.S. Customs Regulations.
- Working knowledge of ACE reports and third-party reporting portals.
- Working knowledge of free trade agreements and analysis.
- Working knowledge of import and export processes and requirements.
- Ability to review bills of material for origin determination.
- Ability to interpret and apply regulations.
- Demonstrate outstanding problem solving skills, be process and results-oriented and able to develop global strategies.
- Proficient with complete Microsoft Office Suite (Word Excel, PowerPoint, etc.) and PC skills.
- Excellent verbal and written skills with strong attention to detail.
- Ability to adapt to rapidly changing business circum-

stance and have the ability to thrive in a constantly changing business environment.

**nVent Technical Product Employee Core Values:** All employees must adhere to the following core values: customer first, accountability for performance, innovation and adaptability, positive energy, respect and teamwork, absolute integrity.

**MAJOR JOB ACCOUNTABILITY:** *List the major accountabilities (outputs) in descending order to importance. Assign a priority to each accountability (A=high; B=normal; C=low) and estimate the percent of time.*

**Importance 1.-Customer Requests and Certificates**

**Time** 40%

**Priority** A

**Importance 2.-Product Classifications and Determinations**

**Time** 35%

**Priority** B

**Importance 3.-Reporting and analytics**

**Time** 15%

**Priority** B

**Importance 4.-Auditing**

**Time** 10%

**Priority** C

**WORKING CONDITIONS:** Must be able to perform the essential functions of the job.

Much of the work will be in a normal office environment. The ability to clearly and comfortably view, interpret and process information via a computer monitor for extended periods of time during normal working hours is required. Some assignments may require extended periods in another plant/office location. Approximately 5% of domestic travel with the potential for international travel is required.

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At nVent, we connect and protect our customers with inventive electrical solutions. People are our most valuable asset. Inclusion and diversity means that we celebrate and encourage each other's authenticity because we understand that uniqueness sparks growth.

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