



## **TRADE & CUSTOMS COMPLIANCE SPECIALIST – FREE TRADE AGREEMENTS**

Trade & Customs Compliance Department  
Global Sustainability & Compliance Division  
Issaquah, WA

### **Position Summary**

Based at Costco's corporate headquarters in Issaquah, WA, the Trade & Customs Compliance Specialist will focus on qualifying Costco merchandise under various free trade agreements to ensure that Costco is in compliance with all applicable laws, regulations, and policies for international trade. This position is responsible for supplier solicitation, product qualification, reporting, auditing, and working with 3<sup>rd</sup> party systems and service providers to administer Costco USMCA program for Mexico and Canada. Additionally, this individual will work closely with multiple departments and divisions to support Costco's free trade agreement programs.

### **Job Duties/Essential Functions**

- Oversee USMCA program for U.S. exports to Costco Mexico and Costco Canada.
- Provide guidance and direction to suppliers, internal departments and 3<sup>rd</sup> parties on program policies, procedures, and requirements.
- Coordinate with 3<sup>rd</sup> party service providers on USMCA verifications and systems issues and development
- Develop and coordinate training on Costco's verification program requirements and processes directed to suppliers and merchandising.
- Conduct USMCA auditing and develop corrective action plans as needed.
- Produce metrics and reporting on USMCA status and outcomes.
- Conduct monthly meetings with 3<sup>rd</sup> party service providers.
- Monitors new laws, trade regulations, trade sanctions and restrictions, and general prohibitions and applies to business processes.
- Work with all government agencies, as required
- Serve as internal resource for information requests in regards to free trade agreement compliance.
- Identify areas and provides recommendations to improve compliance, communication, internal controls or to increase efficiencies.
- Develop corrective action recommendations for non-compliance of any export policies, laws, or regulations.
- Participate in the development, review, and maintenance of internal process documents and procedures.
- Develop and maintains training materials and conducts training to internal departments and suppliers as necessary.
- Maintain databases and general record keeping.
- Assist in systems enhancements and third party account requirements,
- Assist in additional areas as requested, including but not limited to Exports, Sanctions, and Imports.
- Regular and reliable workplace attendance at your assigned location.



***Ability to operate vehicles, equipment or machinery.***

- Computer, telephone, headset, printer/copier

**Non-Essential Functions**

- Assists in other areas of the department as necessary.
- Assists in other areas of the company as necessary.

**Experience, Skills, Education & Licenses/Certifications**

***Required:***

- Proficient in AS400, Microsoft Excel, Word, Google, and Internet based research and programs.
- Detail oriented, with excellent analytical and organizational skills.
- Strong interpersonal communication skills, both verbal and written.
- Demonstrated problem-solving ability, communication skills, and initiative.
- Ability to work collaboratively with employees at all levels.
- Self-motivated, able to work independently and meet deadlines.

***Recommended:***

- Bachelor's degree preferred.
- Customs Broker License, CCS, CES, or other professional certifications strongly preferred.
- 3-5 years' of customs compliance and import/export operational experience preferred.
- Knowledge of import and export trade regulations, classification, USMCA and other FTAs.
- Project management skills and technical import/export knowledge preferred.
- Ability to work simultaneously on multiple projects and time-sensitive tasks
- Knowledge of SAP applications.

**To Apply:**

Send resume and cover letter to Kathy Brennan, Trade & Customs Compliance Manager, via email at [kbrennan@costco.com](mailto:kbrennan@costco.com)