



Job Opportunity

<i>Company</i>	Mitsubishi Motors North America, Inc.
<i>Job Title</i>	Trade Compliance Supervisor
<i>Location</i>	Franklin, TN

Job Description / Responsibilities / Requirements

Mitsubishi Motors North America is seeking a Trade Compliance Supervisor to join our finance department. As the Trade Compliance Supervisor, you will oversee trade compliance activities related to the import/export process for whole automobiles, production parts, service parts and machinery & equipment, and compliance with regulatory requirements.

What you'll be doing:

- Administer the Trade Compliance corporate policy for the import/export process. Update the Trade Compliance Manual and Trade Compliance policies, as needed.
- Supervise the work of a Trade Compliance Specialist. Cross-train functions to ensure adequate backup during absence.
- Coordinate the timely import/export activities of MMNA (including shipping schedules, document distribution, and systems updates), in full compliance with applicable laws.
- Monitor and coordinate the activities of MMNA's service providers (Customs Brokers, Freight Forwarders, and other 3rd Party Logistics Providers) to ensure compliance with all governmental requirements.
- Keep abreast of current developments and changes in regulations. Coordinate and ensure compliance with MMNA's participation in special trade programs (specifically GSP, drawback, reconciliation, USMCA).
- Monitor Importer Security Filings (ISF 10+2) to ensure timely filing with US Customs and Border Protection (CBP), as needed.
- Monitor and resolve issues with MMNA's trade compliance system for timely and effective data transmission to business partners. Spearhead transition to a new vendor software and coordinate with IT and all parties involved, as needed.
- Develop and maintain databases to ensure compliance with all recordkeeping requirements.

- Perform product classifications – US Harmonized Tariff Schedule (HTS), Export Commodity Classification Numbers (ECCN) for inbound and outbound shipments.
- Provide instructions to service providers – including contract negotiations, bill of lading instructions and development of standard operating procedure
- Coordinate communication with government agencies such as CBP, Bureau of Industry and Security (BIS), Office of Foreign Assets Control (OFAC), Census Bureau, as needed.
- Monitor and assist with MMNA's participation in special government programs such as C-TPAT Trade Compliance (formerly Importer Self-Assessment – ISA) and Customs Trade Partnership Against Terrorism (C-TPAT). Assist in the revalidation of the company's C-TPAT membership.
- Coordinate C-TPAT compliance requirements with internal and external.
- Coordinate with various departments and conduct internal training on trade compliance
- Develop and maintain the department operational budget.
- Process service provider billings within due dates.
- Develop and maintain an internal audit program.
- Perform risk assessment audits. Address corrective actions as needed.
- Address queries from affiliates, internal departments, trading partners and third parties timely.
- Download reports from ACE for operations and program support.
- Prepare internal reports for management and MMC.
- Represent MMNA as a liaison with industry/trade related groups.
- Perform ad-hoc projects and other duties as maybe assigned

What you'll have:

- Licensed Customs Broker or Certified Customs Specialist strongly preferred.
- 6 – 10 years' experience in a trade compliance function with a US importer (Import/Export, Classification, and Special Trade Programs) with supervisory role.
 - Previous importer experience in automotive industry or similar (industrial manufacturing and distribution) strongly preferred.
- Proficiency in communicating with cross-functional stakeholders
- BA/BS in International Trade, International Business, Supply Chain or equivalent education and experience.
- Proficiency and experience working with Microsoft Office (including Excel with VBA), global trade management software suites, ACE Reports (or SAP BusinessObjects)

What we'll provide:

- Competitive compensation package
- Comprehensive healthcare coverage, including medical, dental, vision
- Wellness program
- Paid holidays and paid time off
- 401(k) savings plan with company match
- Professional growth and development programs, including tuition reimbursement

- Vehicle lease and purchase programs
- Open & collaborative work environment

Contact Information to Apply

Apply online at this site and reference "ICPA" in the application
www.mitsubishicars.com/careers.

To learn more about the position or company, email jack.slagle@na.mitsubishi-motors.com with the subject line "ICPA Posting for Trade Compliance Supervisor".