

Sr. Analyst, Global Trade Compliance



Position Summary

Summary

Leads effort to manage daily import/export compliance and operational activities, and support Neurocrine's compliance with all applicable global import / export regulations. Key responsibilities include managing daily import/export transactions, coordinating activities with the customs brokers, contract manufacturing organizations (CMOs), vendors, and internal stakeholders, and providing guidance to Neurocrine colleagues related to importing and exporting materials. This position requires proven experience of import / export operations, knowledge of customs requirements, valuation, tariff classification and export and import licensing.

Essential Functions

Essential Functions

- Leads efforts to manage daily import/export activities
- Coordinates with customs brokers and freight forwarders to ensure on-time delivery of international shipments of commercial and clinical products
- Provides guidance on trade compliance issues such as customs valuation, tariff classification, and country of origin to internal stakeholders
- Maintains documents and information in compliance with federal and foreign regulations governing the shipment, receipt and documentation of imported and exported materials
- Coordinates with internal and external stakeholders, and vendors to track the shipment and delivery of material and equipment to designated shipping destinations
- Assists in the preparation of the annual Customs Reconciliation entry
- Coordinates the shipping processes, under the general guidance of the department leadership, to ensure that they are up to date to meet US and other applicable Customs regulations
- Assists with the development, implementation and maintenance of Standard Operating Procedures and work instructions, pertaining to trade compliance.
- Ensures US Customs guidelines are followed by vendors, customs brokers, Purchasing, and Shipping and Receiving
- Records data and publish metrics for all imported material
- Maintains import/export files and import/export logs
- Audits import entries to ensure accuracy
- Supports the analysis of transactions and performance metrics, and makes recommendations on how to achieve financial objectives while ensuring compliance with applicable regulations
- Maintains up-to-date knowledge of global trade policies, regulations, national and international guidelines and industry standards
- Other duties as assigned

Dimensions

Level v1.0

Career Level: P3

Scope v1.0

Scope: P3 - Supports or may lead multiple more complex projects / initiatives / work items under broad supervision. Analyzes issues and makes decisions based on standardized processes and procedures under close supervision. Communicates moderately-complex concepts and interacts with others to inform and direct action. Acts as a resource for less-experienced team members and colleagues.

Complexity v1.0

Job Complexity: P3 - Adopts and implements business and process improvements. Works on moderately complex problems with diverse scope and considers relative value of several alternative solutions to potential issues before confirming a final decision as to the path forward. Resolves a wide range of issues in creative ways.

Discretion v1.0

Discretion: P3 - Decisions impact the quality, efficiency and effectiveness of own team. May impact closely-related teams through quality of output and service provided. Often makes recommendations to improve efficiencies and effectiveness within job scope.

Interaction v1.0

Interaction: P3 - Collaborates regularly with peers and internal partners. Typically interacts with high-level Individual Contributors and Managers. May manage initiatives with other colleagues and may participate in cross-functional projects / initiatives. Networks with senior internal and external peers in own area of expertise.

Supervision v1.0

Supervision: P3 - Normally receives little instruction on day-to-day work, general instructions on new assignments.

Knowledge and Qualifications

Common Knowledge & Skills

- Understands key business drivers and uses this understanding to accomplish work
- Has strong understanding of processes, procedures and systems used to accomplish the work and

recognizes downstream impact on other functional areas

- Proficient with tools and processes that support work conducted by functional area
- Ability to work as part of a team; may train less experienced staff.
- Excellent computer skills
- Strong communications, problem-solving, analytical thinking skills.
- Detail oriented yet can see broader picture for department.
- Ability to meet multiple deadlines, with a high degree of accuracy and efficiency.
- Highly organized with the ability to work on multiple projects concurrently.
- Excellent verbal and written communication skills
- Strong project management skills.

Job Specific Knowledge & Qualifications

- Expertise in overseeing customs brokers
- Strong knowledge of Customs compliance within Europe
- Familiarity with US Customs Regulations, APHIS, FDA
- Demonstrated knowledge with the importation and exportation of pharmaceutical products, strongly preferred
- Strong cross-functional collaboration skills
- Demonstrated ability creating and working with performance metrics pertaining to global trade compliance

Typical Experience or Education

Edu/Exp v1.2

Education

BA/BS degree in
Business
Administration,
Finance, or Supply
Chain

and

Experience

6+ years of relevant
experience,

OR

Master's degree in
Business
Administration,
Finance, or Supply
Chain

and

4+ years of related
experience

Physical Demands

Physical Demands v1.1

| Demand | Description | Frequency |
|-------------------|---|------------------|
| Reaching | Extending hand(s) and arm(s) in any direction. | Occasional |
| Standing | Particularly for sustained periods of time. | Occasional |
| Walking | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | Occasional |
| Grasping | Applying pressure to an object with the fingers and palm. | Occasional |
| Talking | Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | Frequent |
| Hearing | Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. | Frequent |
| Repetitive Motion | Substantial movements (motions) of the wrists, hands, and/or fingers. | Constant |

Lifting v1.0
Lifting: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Working Conditions

Working Conditions v1.0

None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Travel

Travel v1.1

0 - 25%

Reasonable Accommodation Statement**Reasonable Accommodations**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.