

Trade Compliance Analyst

The COMET Group is a globally leading Swiss technology firm. For more than 70 years, we have been developing and producing innovative high-tech components and systems based on x-ray and radio frequency technology. Consistently able to take advantage of global trends and developments, we grow continually.

COMET Plasma Control Technologies (PCT) is a leading expert in RF power delivery and a global innovation partner of RF related businesses. Our customers are primarily manufacturers in the semiconductor and adjacent industries.

Summary:

COMET Plasma Control Technologies (PCT) is looking for an Import Export (IMEX) Analyst to perform administrative and clerical functions with a focus on import and export classification, country of origin, valuation, and record retention. This position will provide support to the Trade Compliance department in trade administration and assist in the development and on-going administration of the Trade Compliance Confluence space. This Import/export (IMEX) role includes but is not limited to arranging communications and international shipments between Marketing, IT, HR, R&D, engineering, purchasing, RMA, the sales group, and its customers. You will work both independently and on teams within Comet.

Responsibilities Include:

- Arranging communications between Comet's business groups and international external and internal customers
 - Arranging shipments of goods • Collaborating with suppliers, distributors, and salespersons
 - Preparation of various international shipping documents such as declaration documentation in accordance with a foreign country's import/export laws, packing lists and shipping invoices
 - Collate KPIs, figures and statistics, producing reports for management
 - US Customs broker and Freight Forwarder management
 - Ensure all deliveries are prepared in accordance with the customer's requirements and all documentation is prepared correctly
 - Audit import and export records in accordance with company policy as well as compliance with import/export laws
 - You will be required to complete all documentation related to export and import and specific to the exit/destination country
- Key Skills and

Qualifications:

- Previous Import and/or Export experience within the Shipping Industry, or able to demonstrate analyst skills in a commercial environment
- Knowledge and application of import and export regulations
- Experience with export compliance for Deemed export

- Technical expertise in all aspects of import/export management, including classification, licensing, routed transactions, country of origin and entry documents
- Update and sustain compliance with IMEX record retention regulations
- Strong leadership and problem-solving skills as well as being highly organized
- Excellent interpersonal skills are required in this role, as you will have daily contact with customer and suppliers. Being a team player is also important and the ability to motivate junior team members
- Strong analytical and presentational skills • You must be familiar with Microsoft Office, i.e., Word, Excel, PowerPoint, Empower
- Analytical skills to determine how best to improve productivity and quality, whilst reducing costs and meeting company sales targets
- Highly analytical, organized, and attentive to detail, and strong communication and leadership skills are also important
- Excellent project management skills
- A love for guiding users through a fun and creative learning process.
- Must be able to work effectively in a highly interactive team environment
- Must be able to multitask and work in a fast-paced environment
- Must be able to communicate with all levels of personnel within the organization
- Must be able to speak and write English proficiently
- Education and Certifications:
- A bachelor's degree in Trade Compliance, Supply Chain, international business, business administration, or a related field is required
- Customs brokers license preferred but not mandatory
- Specialized courses/certifications pertaining to domestic/international shipping

Other Qualifications:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or touch objects or controls; and talk or hear. The employee is occasionally required to stand; walk; reach above shoulders; and stoop, kneel, crouch, and lift up to 30lbs.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in an office environment with average office conditions and average office noise level.