

JOB POSTING



Position: US Trade Services Analyst

Location: Based out of Pembina, ND or Columbia, SC with possibility of remote work from home

Hours of Work:

- Regular Work Hours - Monday-Friday – work hours will be 8:30 am-5:00 pm CST (40 hrs per week)
- One Stat Holidays will be required to be worked annually.
- Participation in the afterhours on-call rotation is required (generally 4 days of coverage is assigned every 20 weeks)

Start Date: ASAP

50 Best-Managed Employer Seeking a US Trade Services Analyst

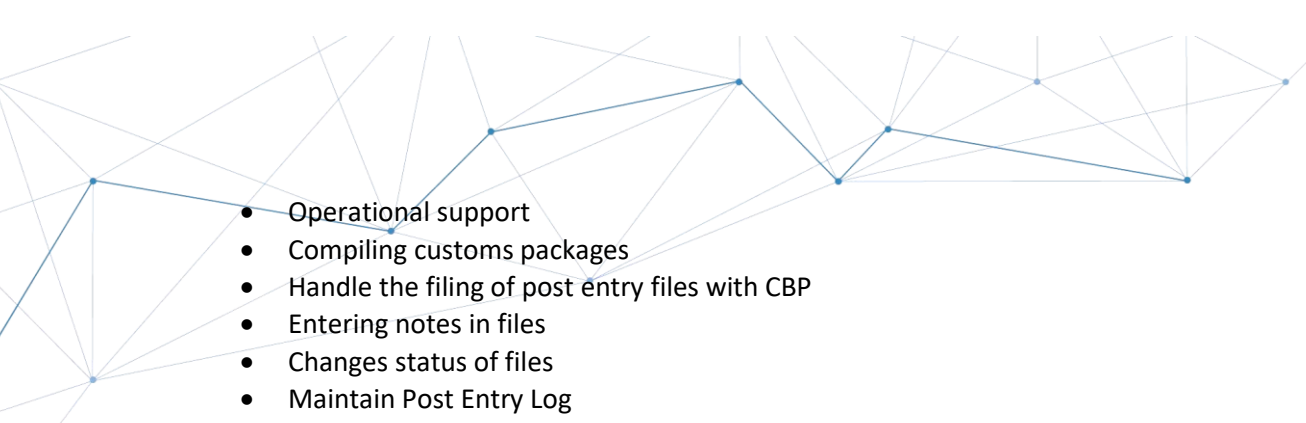
- **Work Life Balance** – We CARE (Clients are our focus, Associates matter, Relentlessly serving traders, Excellence and innovation in all we do): Giveback committee, Social committee, Cultural Ambassadors.
- **Compensation** – We pay fairly: scheduled salary assessments, bonus program.
- **Excellent Benefits** – Subsidized health, dental, vision, short- and long-term disability, life & AD&D.
- **Employee Retention** – Employee development, internal university, external training, leadership development, internal applicant preference, career planning & advancement.

GHY USA, Inc. has an exciting opportunity for the role of a US Trade Services Analyst. GHY International is an international customs and trade services group designed to assist importers and exporters to buy and sell in world markets. Founded in 1901, GHY is one of Canada's oldest brokerage companies and has international offices in Toronto, Emerson, Winnipeg, Calgary, Vancouver, North Dakota, and South Carolina. GHY's structure is designed around providing sustainable corporate growth, strong client service, and opportunity to GHY associates. One of the most predominant aspects of our company culture is CARE. It is ingrained in all we do; relationships matter to us.

This individual must have extensive industry experience, including the rating of goods using the tariff classification codes, the customs brokerage process and cross-border transportation. The position includes communication on a regular basis with both internal and external customers. This person will act as a mentor for other associates within the team.

Responsibilities:

- Participate in post-entry review, correction initiation and client training
- Provide consulting guidance to clients on FTA, Classification, CBP initiatives and programs
- Assist with complex tariff classification
- Coordinate that filing of CBP Binding Ruling Requests
- Assist with compliance verifications (CBP & CBSA), maintenance and follow-up
- Proactively gather and review information to identify high-level client risks and opportunities
- Run reports and determine refund possibilities where rulings and/or FTA are obtained
- Internal and external report generation at the client's request
- Coordination of US duty drawback

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- Operational support
 - Compiling customs packages
 - Handle the filing of post entry files with CBP
 - Entering notes in files
 - Changes status of files
 - Maintain Post Entry Log
 - Monitor all Refund Requests and process refunds received
 - Process CBP docs required messages and maintain log – UC2 docs required, UC3 additional info request, UC4 entry summary rejects
 - Understanding of ACE reports
 - Create content for internal/external presentations across a variety of Trade topics
 - Create billings for project and post entry services rendered
 - Research Supplemental Duty Bills & Liquidated Damages for accuracy and coordinate payment and billing as appropriate
 - Help facilitate entry cancellation
 - Participate in GTS weekly huddles
 - Other duties, as requested

Educational Requirements:

- Completion of Grade 12 Education
- Certified Customs Specialist (CCS) Designation
- US Brokers License (Preferred)

Required Skills:

- Eager to learn
- Acute attention to detail
- Strong organizational skills
- Self-motivated, with the ability to work under pressure and deadlines
- Ability to manage heavy workloads
- Problem solving skills
- Work prioritization skills
- Read/write and understand detailed forms, memos or letters
- Professional, strong, friendly, upbeat verbal and written communication skills
- Strong internal communication skills
- Ability to represent GHY and be the voice of the company while interacting with clients, colleagues & CBP in a professional collaborative manner
- Advanced knowledge of Tariff Classification, Explanatory notes, etc.
- Advanced knowledge of Customs rules and regulations, familiarity with 19 CFR
- Ability to execute accurate customs entries in brokerage system for all modes of transportation
- Knowledge of ACE functionality
- Experience with Smartborder, ITS and ITMR4
- Understanding of the Microsoft Office Suite – with proficiency in Excel

Experience:

- Minimum 8 years of Customs industry experience



Position Classification:

- Wage dependent upon experience.

*We are an equal opportunity employer and value diversity.
All employment is decided based on qualifications, merit, and business need.*