

## Trade Compliance Analyst:

General Position Summary: Primary focus of this position is to facilitate global trade and help ensure compliance with customs regimes and various other agency regulations, globally. The Trade Compliance Analyst must exhibit strong research and analytical skills, often being asked to interpret import and export regulations and conclude how they apply to Disney, making changes to internal procedures accordingly. Must also review current processes and procedures while thinking critically for process improvement opportunities.

The candidate will accomplish this by tactically and strategically engaging internal and external partners in the process.

## Essential Functions/Responsibilities:

- Represent Trade Compliance by maintaining consultative communication with management and staff across multiple business functions.
- Perform daily operational tasks with supervision and/or collaboration.
- Utilizing expertise in trade compliance operations for import and export transactions
- Performing compliance review of import, export and FTZ documentation for international shipments of tangible items.
- Executing complex transactions and projects, including valuation, assist management, planning, provision schedules, and routing guidance for import/export.
- Validating Country of Origin and valuation details for exports and imports
- Preparing and filing OGA's related to import and export documentation necessary for compliant import and export transactions
- Responding to inquiries and assisting freight forwarder and customs brokers regarding documentation requirements and other import and export regulations in ensuring timely clearance
- Maintaining relationships with freight forwarders, customs brokers, foreign consignees/suppliers, and other strategic vendors to control the efficient flow of tangible items to meet requirements.
- Generating performance metrics for export and import processes
- Participating in various process improvement projects as required
- Monitoring regulatory and legislative changes. When changes occur, communicating updates for internal processes accordingly
- Managing customs recordkeeping in compliance with CBP regulations and Foreign Trade Regulations
- Supporting other Compliance Department activities as assigned.

## Knowledge, Skills, and Ability:

- Strong analytical and database management skills
- Excellent interpersonal skills and proven ability to interact effectively at all levels
- Proven organizational and management skills
- Knowledgeable on import requirements, Code of Federal Regulations Title 19, ACE, HTS classification, and Participating Government Agencies regulations
- Proficient in MS Office applications including strong Excel skills
- Strong organizational and communication skills

- Experience in the Cruise Line industry is a plus

Education and Experience:

- Bachelor's degree from an accredited college or university in related discipline or equivalent experience and/or a minimum of 3-5 years of professional experience in international operations, import or exports, and/or customs brokerage.
- Customs broker License or Customs Compliance Specialist (CCS) certification preferred

Additional Responsibilities Include:

- Punctuality to work each day prepared to work scheduled hours
- Perform other work-related duties as assigned

Compliance Responsibilities:

- Responsible for adherence to all Disney Policies, Procedures, and Compliance regulations (internal and external)

To Apply:

Please click on the below link by March 30<sup>th</sup> to apply!

<https://jobs.disneycareers.com/job/kissimmee/trade-compliance-analyst/391/24562214976>