

## CAREERS

### RECRUITMENT FRAUD ALERT

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## Trade Compliance Coordinator

Location: La Mirada, California, United States

Full-time

### Job Summary

The Supply Chain department is tasked with creating value for Makita and its customers by planning inventory to efficiently meet customer's needs, while effectively using Makita's resources. The role of the Trade Compliance Coordinator will support the Makita Operations team by managing sample exports, processing export shipments, reviewing import shipments, and supporting Makita's Supply Chain department.

### Essential Job Duties

To perform this job successfully, an individual must be able to perform each essential duty to satisfactory standards. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage the ordering and export of samples for engineering and development. Includes receiving and managing sample shipments in a warehouse environment.
- Review, approve and enter export orders for affiliate Makita companies.
- Create export declarations and commercial documents for export shipments.
- Submit ISF (Importer Security Filing) for imports into the US.
- Log and audit import freight bills for errors.
- Monitor import shipments for exceptions, and work with the Trade Compliance Manager to resolve.
- Create reports and collect KPI data.
- Other tasks as assigned by the Trade Compliance Manager, or Director of Supply Chain.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Skills Required

- Organized and able to manage competing priorities.
- Detail oriented.
- Understanding of HTS codes as well as import and export processes.
- Strong communication skills to work across departments, and with global partners.
- Experience with ERP systems (entering orders, reviewing inventory information, etc.).
- Understanding of tools used to work in a collaborative and hybrid work environment (Microsoft Teams, Planner, Zoom, etc.).
- Knowledgeable of Microsoft Office, primarily Excel, including use of pivot tables, lookups, and other formulas.
- Sense of ownership and pride in your performance and its impact on company's success.

### Education and/or Experience Desired

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Minimum 3 years' experience in related fields.
- Bachelor's Degree or higher from an accredited university.

### Supervisory Responsibility

This position does not have direct supervisory responsibilities.

### **Work Environment**

This position works in a hybrid environment and will be required to use software and tools to communicate with others while working remotely. At times this role will be needed at the office to receive or arrange export shipments. The work is fast paced, focused on continuous improvement and continuous learning while operating under high demand/volume. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

### **Travel**

No travel is expected for this position.

### **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.

- Required to regularly use hands to touch, handle or feel; reach with hands and arms; and talk or hear.
- Required to occasionally stand; walk; and stoop, bend or reach above head.
- Required to regularly sit for extended periods of time.
- May be required to occasionally lift, push, or pull up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to ascend and descend stairs.
- Continuously reach out to sort miscellaneous items.
- Physically & mentally able to work in an environment that may be subjected to strict deadline and multiple projects.

### **Disclaimer**

This description is based on management's assessment of the requirements and functions of the job as of the date this description was prepared. It is a general guideline for managers and employees, but it does not intend to be an exhaustive list of all the elements of the job. Management reserves the right to modify the description at any time, or to vary the duties and responsibilities of the job on a temporary or indefinite basis to meet production, scheduling or staffing needs.

### **Equal Opportunity Statement**

The Company is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, veteran status, military service, pregnancy, childbirth or related medical condition, genetic information, medical (including genetic characteristics or cancer diagnosis), actual or perceived sexual orientation, or any consideration protected by federal, state or local laws. All such discrimination is prohibited. Additionally, the Company will provide registered domestic partners with all rights and benefits as required by Law. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual. The Company is committed to complying with all applicable laws providing equal employment opportunities.

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