

Essilor of America, Inc. (Essilor), is the leading manufacturer and wholesaler of prescription lenses in the United States. We currently have an Import Trade Compliance Senior Specialist opportunity at our Dallas, TX (hybrid model).

Overview

The **Import Trade Compliance Senior Specialist** has primary responsibility to manage the ACE reporting, entry instruction, ISF filings, and support import/export audit for the import compliance programs for the Essilor of America, Inc. business units across the US. This position will ensure the import trade compliance activities for each of its constituent business units are performed in a professional, efficient, and effective manner following good business practices and in strict compliance with all applicable Corporate and departmental policies, procedures and processes, in line with all applicable laws and regulations. Import-Export Compliance Operations Senior role is transacting all import and export activities in accordance with all applicable government rules and regulations, and has policies and procedures in place to adhere to these rules and regulations related to the Import and Export activities.

Job Description

The following responsibilities and characteristics that the Import-Export Compliance Senior Compliance Specialist must conduct and maintain:

- Be a strong and effective communicator; be able to dialog with all supply chain-manufacturing entities, Customs House Brokerage filers, and as needed directly responding to requests for information from Regulatory Agencies.
- Strong organizational skills, as part of a team as well as the ability to work independently and take initiative to address issues. Strong attention to detail, and outstanding follow up.
- Analyzes causes of international and domestic compliance issues and gaps, through daily entry production, and collaborate with our business partners and generate recommendations to management.
- Assist to develop, implement and maintain programs, policies, and procedures with oversight from the Trade Compliance Manager and Director; to ensure site-wide compliance with regulations and corporate policy.
- Engage in informal sessions with fellow team members pertaining to tariff classification issues and participate in skills development training session (ex: Customs Webinars) on how to improve knowledge and skills in the role. Attend external third-party customs compliance training seminars as required.
- Ability to manage several projects of varying complexity simultaneously and effectively.
- Run the weekly directory to validate upon records required for audit.
- Responsible for providing the daily production of pre entry guidance to brokers as well as support on requests from regulatory agencies. Verify complete commercial import documentation is on hand prior to arrival for ease of clearance. Examples could include proactively addressing missing FDA and SDS/TSCA information. Effectively set the priority level for the entry filers. Conduct broker's weekly business review meetings to evaluate their performance. Follow up with corrective actions as necessary.
- Monitor and support with timely ISF filings for all ocean shipments, across all transportation carriers selected.
- Possesses and maintains functional expertise in customs regulations and customs broker practices to ensure proper and smooth financial and physical flows into U.S. commerce. Support the financial audit process and reporting function.
- Support import audit to ensure importing goods are compliant with FDA requirements such as registrations, impact resistant certificate, country of origin marking, labeling and etc. Supports annual Corporate FDA registration process as needed.
- Update HTSUS database in classification of goods and responsible for updating of the Import HTSUS database to update changes to the classification or duty rate.
- Proficient in the ACE reporting and functionality. Support weekly reporting.
- Manage the daily KPI's and communication out to the network. Support monthly and quarterly KPI's for internal and brokerage management corrective actions.

- Support trans-border GPS tracking 1 weekend per month. Support after hours GPS tracking as needed.
- Annual distribution of the 400+ vendor and supplier management CTPAT questionnaires and logging the supplier responses.
- Support the trans-border CTPAT audits and monthly meetings. Maintain the action rail per trade flow.
- Coordinate carrier audits, participate remotely in site validations as needed. Log responses in the risk assessment by trade flow.
- Support as needed: AES filings, in bond requests, logging post entry audits, establishing SOPs for new trade partners and flows, annual review of FDA portal validation status for our current partners, support on USMCA and Free Trade Agreement validation, internal audit support of our near shore operations directly relating to Import/Export activities (El France tax audit), assistance in documentation generation for new plant equipment transfer from our OTG department. Ad hoc projects and other duties as assigned.

Education / Experience

- Five+ years international trade experience. Basic knowledge and application of classification.
- Knowledge of optical/medical device industry regulatory reporting and entry requirements is a plus.
- CTPAT vendor management and supplier audit experience.
- Completed 2+ years CTPAT training.
- Completed 5+ years Import Compliance training.
- Strong knowledge of Excel and PowerPoint required.

Other

- Minimum travel may be required once per year, domestic.

jobs.essilor.com/job/Dallas-Export-Trade-Compliance-Manager-TX-75201/794418001/