

## JOB DESCRIPTION / ROLE PROFILE

Date:	4/23/2021
Job Code:	
Org Chart Available (See Attached):	
Number of Direct & Total Reports:	NA / NA
Type of Direct Reports (professionals, managers or clerks/technicians etc.):	NA
Responsible for one or multiple teams:	NA
Work environment (manufacturing, office):	Office
Travel time (%):	25%

Job Title:	Customs & Foreign Trade Specialist
Name(s) of Job Holders:	
Division or Business Unit or Region:	Corporate FNST
Job Title of Direct Line Manager:	Customs & Foreign Trade Manager
Job Title of Functional Line Manager:	
Position Based (Location):	Milan, OH (Potential remote w/frequent office meetings)
Primary Scope (Local, Regional, Global):	Regional

### ROLE PURPOSE / MAIN JOB OBJECTIVE / MANDATE

Insure all assigned sites are in compliance with US / CA / MX import and export laws and regulations.

### KEY RESPONSIBILITIES (Maximum 5)

- Train colleagues and associates in US & Canada Export and Import regulations
- Maintain SAP / GTS data to maximize use of FTA's (Free Trade Agreements) and maintain system coding at the part level for proper processing
- Solicit suppliers for Country of Origin and classification information
- Provide customers with certification required for duty free shipments
- Responsible for classification of customer quotations to ensure compliance with both company and government regulations

- Insure all material are assigned the correct HTS (Harmonized Tariff Codes) / Schedule B export codes / ECCN codes (Export Control Classification Codes)
- Validate SPL (Sanctioned Party Lists) checks of current and proposed trading partners to ensure company compliance with government regulations
- Ongoing continuous education in Export and Import policies and regulations a must

#### **ADDITIONAL RESPONSIBILITIES (Maximum 5)**

- Assess processes and procedures to increase automation where possible
- Identify possible areas of cost savings without impacting customer service
- Maintain focus on multiple projects

#### **INTERACTIONS (INTERNALLY & EXTERNALLY)**

- High levels of communication with all internal and external customers are critical for this position.
- Interactions with multiple teams / groups within the company across all regions and disciplines. (e.g. HSE, Sales, Customer Service, Engineering, Logistics, Chemical Compliance, etc.,)
- Cooperation with external brokers, freight forwarders,
- US Customs and Border Protection & Canada Border Services Agency (TSCA, FDA, ISF, AES, Bonds, POA, ADD/CVD)
- Mexican Customs Brokers regarding the special rules for Mexico Customs Regulations

#### **REQUIRED PROFESSIONAL EXPERIENCE & EDUCATIONAL QUALIFICATIONS FOR JOB**

- Bachelor's Degree in Business or equivalent required. Degree in Export Compliance and or International Business a plus
- Previous experience with CFR (Code of Federal Regulations) requirements, Import / Export / USML / DPAS regulations
- Experience with SAP / GTS module a preferred
- Ability to meet Federal Requirements for submitting registrations and licenses to the relevant government agencies

#### **REQUIRED SPECIFIC TECHNICAL SKILLS & KNOWLEDGE**

- SAP / GTS (Global Trade System SAP module)
- Microsoft Office proficient. Experienced with Excel (data base, pivot tables, etc.,)

- Understanding of complex business systems and ability to analyze data
<b>REQUIRED COMPETENCIES (BEHAVIORAL AND/OR LEADERSHIP)</b>
<ul style="list-style-type: none"> <li>- Strong interpersonal skills to insure company compliance with the regulations</li> <li>- Ability to work multiple projects and re-prioritize as needed</li> <li>- Root cause analysis and problem solving skills</li> <li>- Strong communication skills within the team</li> </ul>
<b>KPIs (E.G. REVENUE, BUDGET ...)</b>
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**Region Specifics (included here):**

Americas:	
FLSA Status (Salaried Exempt or Salaried Non-Exempt or Hourly):	Salaried Exempt