

# Trade Compliance Analyst

4 days ago

**Requisition ID** 2022-10696    **Job Location(s)** Bloomington IN United States    **Position Type** Full Time  
**Company** Cook Group Inc.    **Category** Ethics/Compliance

## Overview

The Trade Compliance Analyst is responsible for coordination and administration of tactical trade compliance requirements necessary to support Cook Medical Holdings companies international movement of raw materials, components and end-item medical devices to and from the United States between inter-company and third party locations.

This position is a hybrid position, which requires regular on-site visits, up to 2-3 times per week. Hybrid Employees must reside within a reasonable distance, within a 2 hour radius via car, of Cook Medical in Bloomington, Indiana.

## Responsibilities

- Supports Global Supply Chain and Customer Support & Delivery functions to ensure compliant import and export of commodities
- Maintains import/export records in defined systems, including customs entry documents and export declaration filings
- Performs import entry audit and develops post-entry amendments in coordination with Trade Compliance Manager and Cook Group Trade Compliance
- Maintains broker SOPs in coordination with Trade Compliance Manager and Cook Group Trade Compliance
- Proactively monitors import entry holds; investigates and coordinates communications to achieve compliant resolution and release
- Coordinates with Cook import brokers to supply general import data, FDA-specific data elements, and assist with problem resolution, FDA hold-notices, and related inquiries
- Analyzes and develops tariff classifications and maintains tariff classification databases and systems
- Supports forwarder/broker/logistics provider performance tracking & metrics
- Maintains reporting and metrics tracking import compliance
- Performs ACE reporting and monitoring through scheduled and ad hoc activities as required
- Supports Cook's Customs Reconciliation program for multiple IORs
- Must work and interact effectively and professionally with and for others throughout various levels of the global organization.
- Must strictly adhere to safety requirements.
- Maintain regular and punctual attendance.
- Must maintain company quality and quantity standards.
- Must have effective communication skills and ability to work in a collaborative and independent work situations and environments with minimal supervision.
- Ability to remain calm and receptive in fast paced situations.

## Qualifications

- Bachelor's degree (B.A./B.S.) from four-year college or university or equivalent work experience
- Demonstrated organizational skills, including attention to detail
- Strong verbal and written communication skills
- 5 + years experience in procurement, logistics, or international business areas desired, including work in import administration; export control experience helpful

- Must demonstrate an ability to analyze regulations and integrate into business processes
- Medical device experience helpful
- Quality system and/or other compliance experience helpful
- Proficient in Microsoft Office software, e.g. Word, Outlook, Excel, and PowerPoint; Visio proficiency helpful; Oracle GTM or SAP GTS experience helpful

**Physical Requirements:**

- Works under general office conditions
- Sitting for extended periods
- Requires close visual acuity when working with computers, etc.
- Presentation of training materials to various employee levels
- Visual and manual proficiency with computer based presentations

## Options

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*“We are proud to be an equal employment opportunity employer for minorities, women, protected veterans, disabled individuals, and any other protected class.”*

*Cook will consider for employment qualified applicants with criminal histories in a manner consistent with applicable federal, state/province and local law.*

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