Import Export Analyst

Revision Date:	June 2022	Department:	Supply Chain
Classification:	Exempt	Reports To:	Trade Compliance Manager

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. This role manages trade compliance of Import shipments, provides documentation oversight, and supports exports within the 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. Facilitates the flow of products in the international supply chain.

- Imports:
    - Monitor Import shipments from origin, shipper, truckers, steamship lines and airlines to delivery.
    - Verify and maintain Import Documentation; Ensures that all import / export documentation and procedures are followed and comply with all record keeping requirements.
    - Primary liaison between Customs Brokers and Makita Supply Chain team
        - Provide timely backup to Customs Clearance Brokerage teams as needed.
    - Proactive daily cargo monitoring container delivery by Last Free Day [LFD] to avoid demurrage and other accessorial charges.
    - Support daily operational matters by providing oversight and resolution of trade compliance issues which impact the clearance or movement of goods
    - HTS Classification of new parts and tools based on material and function
        - Research, determine and notate other government agency requirements applicable to parts and tools
        - Conduct AD/CVD Antidumping and Countervailing Duty analysis documenting findings
    - File Importer Security Filing (ISF) or 10+2
        - Access and distribute monthly ISF performance reports
        - Research any late ISF's, and implement continuous improvement plan
    - Back-up Freight billing logging and auditing
    - Port Fee's:
        - Manage San Pedro Ocean Port Fee's payments via Port Check Portal
        - Support Oakland Port Gate Fees as needed
            - Produce weekly GL Code reports for Port Fee Payments
    - Prepare reports to assist in Trade Compliance and risk analysis.
    - Apply working knowledge of trade compliance regulations and requirements to support business needs
    - Investigate and resolve data quality problems
    - Maintain compliance due diligence reports, records, policies, and procedures
- Exports:
    - Back-up Export documentation preparation.
    - Monitor Export shipments.
    - Utilize Consolidated Screening List (CSL) tools, report potential matches to Trade Compliance Manager.
    - HTS (Harmonized Tariff Schedule) and Schedule B Classification.
    - File Electronic Export Information (EEI) via ACE Portal.
    - Audit Export documentation, report results.
    - Work with cross-functional Supply Chain team, communication with colleagues ensuring smooth Export shipments.
    - Support Export Compliance and Operational Procedures Manuals.

Other Duties
Please note this job description highlights the broad scope of this role. Duties, responsibilities, and activities may change at any time with or without notice.
- Communication and expediting with global companies & vendor orders.
- Review ocean import documents for accuracy (Invoices, Packing Lists, Original Bill of Ladings and ISF).
- Stays current on import / export regulations and other applicable governmental initiatives that affect the business.
- Assist with Trade Compliance audits.
- Other tasks as assigned by the Trade Compliance Manager, or Director of Supply Chain.

Skills Required
- Detail oriented, organized, and able to manage competing priorities.
- Understanding of HTS (Harmonized Tariff Schedule) and Schedule B 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.
- Maintain Trade Compliance due diligence reports, records, policies, and procedures

Education and/or Experience Desired
The requirements listed below are representative of the knowledge, skill, and/or ability required:
- Minimum 5 years' experience in related fields.
- Degree from accredited university preferred.
- Knowledge and experience with ocean & air import/export, custom brokers, trucking, and all related documentation and terminology.
- Incoterms experience
- In depth knowledge and practical experience working with export and import regulations; Export Administration Regulations (EAR), US Customs and Border Protection (CBP), and Partner Government Agencies (PGA's).

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
Occasional travel to Makita distribution centers.

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.