



Full Job Description

Rivian is on a mission to keep the world adventurous forever. This goes for the emissions-free Electric Adventure Vehicles we build, and the curious, courageous souls we seek to attract.

As a company, we constantly challenge what's possible, never simply accepting what has always been done. We reframe old problems, seek new solutions and operate comfortably in areas that are unknown. Our backgrounds are diverse, but our team shares a love of the outdoors and a desire to protect it for future generations.

Role Summary:

In this role you will help support the Global Trade Compliance team in various aspects. Overall activities may include handling of internal and external customer trade requests, processing of documentation related to US imports, free trade agreement solicitation and analysis and other trade compliance related matters.

The ideal candidate is highly organized and has excellent communication skills. These skills will benefit this position greatly as this role will collaborate across all organizational levels and multitask in a fast-paced environment.

Responsibilities:

- **Work with Rivian US Broker(s) in resolving any import related issues into the US (primary) and Canada (backup);**
- **Work with Rivian logistics in tracing/tracking of shipments delayed due to US Customs clearance issues;**
- **Support Trade Compliance managers in various trade related activities, including FTA solicitations, ISF filings, and updating of internal and external Business Rules and process flows, training presentations, and other activities;**
- **Support Trade Compliance managers with compliance and metrics reporting, and data mining;**
- **Assist with future Foreign Trade Zone (FTZ) management and filings as backup;**

Qualifications:

- **Bachelor's degree.**
- **Must have 3+ years or more of experience in international trade with broad knowledge of import/export trade compliance;**
- **Manufacturing experience preferred, with automotive experience a bonus;**
- **FTZ experience a bonus;**
- **Problem-solving skills, ability to make decisions, and execute on duties;**
- **Experience with Integration Point software and SAP ERP is a plus;**

Equal Opportunity

Rivian is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, gender identity, genetic information or characteristics, physical or mental disability, marital/domestic partner status, age, military/veteran status, medical condition, or any other characteristic protected by law.

Rivian is committed to ensuring that our hiring process is accessible for persons with disabilities. If you have a disability or limitation, such as those covered by the Americans with Disabilities Act, that requires accommodations to assist you in the search and application process, please email us at candidateaccommodations@rivian.com.

Candidate Data Privacy

Rivian may collect, use and disclose your personal information or personal data (within the meaning of the applicable data protection laws) when you apply for employment and/or participate in our recruitment processes ("Candidate Personal Data"). This data includes contact, demographic, communications, educational, professional, employment, social media/website, network/device, recruiting system usage/interaction, security and preference information. Rivian may use your Candidate Personal Data for the purposes of (i) tracking interactions with our recruiting system; (ii) carrying out, analyzing and improving our application and recruitment process, including assessing you and your application and conducting employment, background and reference checks; (iii) establishing an employment relationship or entering into an employment contract with you; (iv) complying with our legal, regulatory and corporate governance obligations; (v) recordkeeping; (vi) ensuring network and information security

and preventing fraud; and (vii) as otherwise required or permitted by applicable law.

Rivian may share your Candidate Personal Data with (i) internal personnel who have a need to know such information in order to perform their duties, including individuals on our People Team, Finance, Legal, and the team(s) with the position(s) for which you are applying; (ii) Rivian affiliates; and (iii) Rivian's service providers, including providers of background checks, staffing services, and cloud services.

Rivian may transfer or store internationally your Candidate Personal Data, including to or in the United States, Canada, the United Kingdom, and the European Union and in the cloud, and this data may be subject to the laws and accessible to the courts, law enforcement and national security authorities of such jurisdictions.

Please note that we are currently not accepting applications from third party application services.