

## Senior Analyst Imports Classification - Home-based role

### Company Overview

Dollar General Corporation has been delivering value to shoppers for more than 80 years. Dollar General helps shoppers Save time. Save money. Every day!® by offering products that are frequently used and replenished, such as food, snacks, health and beauty aids, cleaning supplies, basic apparel, housewares and seasonal items at everyday low prices in convenient neighborhood locations. Dollar General operated 16,979 stores in 46 states as of October 30, 2020. In addition to high-quality private brands, Dollar General sells products from America's most-trusted manufacturers such as Clorox, Energizer, Procter & Gamble, Hanes, Coca-Cola, Mars, Unilever, Nestle, Kimberly-Clark, Kellogg's, General Mills, and PepsiCo. Learn more about Dollar General at [www.dollargeneral.com](http://www.dollargeneral.com).

### Job Details

#### General Summary

The Customs Compliance & Imports Classification Senior Analyst classifies import product within the United States Harmonized Tariff Schedule framework. They will work with the Customs Compliance Manager and Customs and Ethical Compliance Manager to ensure Dollar General is in full compliance with Customs and Border Protection (CBP) regulations, as well as partner government agency (PGA) regulations relevant to U.S. imports.

To do so, they will review all import quote sheets for any import requirements, ensuring that the correct duty is assigned for landed cost calculation purposes and duty to Customs is paid correctly. Additionally, they will ensure that product meets all the import requirements set out by partner government agencies; such as, the Food and Drug Administration, Fish and Wildlife, the United States Department of Agriculture, and others.

*Home-based role. Nashville and surrounding areas preferred. Relocation and remote work from other states negotiable.*

#### Duties/Responsibilities

1. Customs Classification
  - Classify import product and quote sheet approval for the department
    - Process import quote sheets to determine classification for import items
    - Assign duty rates for import product
    - Country of Origin determination
    - Review for antidumping and countervailing duties
    - Review for applicability of Free Trade Agreements
    - Review for Intellectual Property Rights
    - Set business rules to ensure orders do not ship until all requirements are met
    - Maintain parts database
    - Communicate with overseas office and vendors to obtain product information for classification and documentation
  - E-bid and Pre-Quote Review
    - Assist the procurement team in obtaining the correct landed cost of items by providing the duty rate for items included in vendor bids
    - Review domestic programs for Global Sourcing to help identify categories to shift to import
  - Review for Partner Government Agency Requirements

- Ensure all products meet the import requirements set by partner government agencies; such as, the Food and Drug Administration, Fish and Wildlife, the United States Department of Agriculture, and others.
    - File for import permits, when required
  - CBP/PGA
    - Interact with CBP/PGA personnel as necessary on transactional matters
    - Submit binding rulings to CBP as needed for guidance on classification
    - Work with CBP on Requests for Information dealing with classification matters
  - Partner with Merchants and Sourcing teams with recommendations on duty reductions and cost savings opportunities
  - Maintain and update standard operating procedures related to all classification processes
  - Partner with Broker to obtain documents and/or information needed for customs clearance
2. Perform other related duties as assigned or as situation dictates

## **Qualifications**

### **Knowledge, Skills & Abilities**

- Extensive, highly specialized technical knowledge of US Customs and PGA regulations.
- Customs Classification skills
- Excellent computer skills (e.g.: spreadsheets, databases, systems).
- Self-directed and self-motivated.
- Ability to handle multiple concurrent tasks, while completing according to standard operating procedures and ensuring accuracy of work

### **Work Experience / Education**

- This position requires an associate's degree, or a minimum of 5 years of work experience in Customs Compliance. Must have experience classifying products for import to the commerce of the United States. A Customs Broker's License is preferred, but not required