



Full Job Description

If you're looking for a special place to build or grow your career, you've found it. Whether you're an experienced professional, a recent college graduate or somewhere in between, IDEX is a place where you can apply your existing skills and learn new ones in an environment where you can make an impact.

With interesting opportunities in engineering, marketing, sales, supply chain, operations, HR, finance, and more across more than 40

diverse businesses

around the globe, chances are, we have something special for you.

Position Summary:

This position is responsible for ensuring all import and export transactions are completed within applicable government rules and regulations. Position, in conjunction with the Compliance Manager, will interface with freight forwarders, custom brokers, internal and external customers on all matters pertaining to customs and import/ export regulations.

Major Tasks and Responsibilities:

- **Properly file import and export records**

- **Audit to ensure accurate and timely export filings are completed in ACE Customs system**
- **Prior to export ensure US export control regulations and licensing requirements are met**
- **Coordinate daily import/export compliance tasks**
- **Coordinate with Customs brokers and forwarders to ensure accuracy of import/export documentation**
- **Responsible for ensuring that all export orders are screened and cleared through Precision compliance**
- **Determine qualification and create FTA's for International customer orders as needed**
- **Prepare shipping documents and ensure all required export documents are included for International shipments**
- **Work with Freight Forwarders to arrange timely shipment of goods to International customers**
- **Help arrange inbound shipments (quote, pick forwarder, follow up)**
- **Act as back up international shipping role for Punta Gorda and Rochester facilities, as needed, in absence of other logistics personnel; (cover vacations, sick leave etc).**
- **This role is required to be involved with both Punta Gorda and Rochester international shipments**

Process Owner's Minimum Requirements:

Education:

- **International Trade Compliance, Logistics, or 5 years related experience and/or equivalent combination of education and experience.**

Experience:

- **3-5 years trade compliance or customs brokerage experience.**
- **Strong analytical and problem-solving skills.**
- **Knowledge of MS office and general computer systems and databases.**
- **Experience required in Export-Import Control, Customs or other regulatory experience.**

Specific skills, knowledge, and/or licenses:

- **Body of knowledge with Export & Import compliance regulations and export licensing.**
- **Knowledge of and experience working with US Custom's Entry procedures and requirements**

Are you ready to join a different kind of company where our people, our culture, and our commitments are centered around providing trusted solutions that improve lives around the world?

IDEX is an Equal Opportunity Employer and Affirmative Action Employer. IDEX gives consideration for employment to qualified applicants without regard to race, color, religion, creed, genetic information, sex, sexual orientation, gender identity or expression, marital status, age, national origin, disability, protected veteran status, or any other consideration or protected category made unlawful by federal, state or local laws (Minorities/Females/Protected Veterans/Disabled).

