



Full Job Description

Responsible for ensuring compliance with all applicable US & Canadian trade laws and regulations, as well communicating these requirements to internal and external partners. Audits imports/exports and proactively monitors transactions prior to arrival of cargo and through post-entry reviews. Serves as an import/export liaison for international customers/subsidiaries, distribution, procurement, planning, manufacturing, intercompany finance, regulatory and import/export compliance functions.

Essential Job Duties:

- **Analyzes regulations and procedures and relates them to operations company-wide.**
- **Conducts monthly post-entry audits on US or Canadian imports against financial reports or order data to identify process deficiencies.**
- **Classifies product for import/export to the US and Canadian tariffs.**
- **Implements improvements in critical areas of trade in terms of documentation, valuation, duty recovery and HS classification.**
- **Reviews broker/forwarder documentation for correct values, commodity classifications, tariff codes and authorizations.**
- **Leads engagement with Information Technologies teams and other resources within the business to define, design and develop solutions on trade compliance matters to mitigate risks and improve efficiency.**

- **Maintains applicable trade compliance records in accordance with regulatory requirements.**
- **Updates trade related data in Trade Compliance 3rd party or proprietary software and Enterprise Resource Planning systems.**
- **Participates in training & assessment projects to ensure effectiveness of internal controls.**
- **Assists senior management to develop, maintain and deliver training on Customs and Trade topics as needed to internal and external partners.**
- **Promptly informs senior management of any suspected violations of trade regulations by company employees or service providers (customs brokers or freight forwarders).**
- **Manages US/CA broker and forwarder (3rd party) service failures and implements solutions**
- **Investigates and resolves compliance concerns, questions, or complaints.**
- **Assume other duties as assigned.**

Education & Experience:

- **Bachelor's Degree**
- **5+ years Import/Export experience with focus on US and Canada trade regulations.**
- **Strong knowledge and experience with US and Canada Harmonized Tariff Schedules, US Export classifications and Free Trade agreement qualifications and solicitation processing.**
- **Knowledge and experience with import/export North American Trade Compliance procedures.**

Preferred Qualifications:

- **Direct position in similar role for an importer/exporter, freight forwarder or broker.**
- **Experience with US and Canada Customs auditing methodology**
- **Certified Customs Specialist/Certified Export Specialist designation or US Customs Broker's license is preferred**
- **Bilingual (English/French or Spanish) preferred**

Knowledge/Skills/Abilities:

- **Extensive experience using Microsoft Outlook, Excel, Access, Word, and the ability to quickly learn and use internal system applications is critical.**
- **Excellent internal and external customer service skills.**
- **Strong attention to detail**
- **Superior organizational skills**
- **Ability to prioritize with changing situations.**
- **Ability to recognize and solve typical problems and select solutions from established options.**
- **Good interpersonal, verbal, and written communication skills to drive tasks to completion.**

Benefits:

- **Health/Dental/Vision Insurance**
- **Paid Time Off**

- **401k with Generous Company Match**
- **Company Paid Life Insurance and Long Term Disability**
- **Short Term Disability**
- **Employee Assistance Program**
- **Tuition Reimbursement**
- **Employee Discounts**