



POSITION DESCRIPTION

Title: Specialist, Trade Operations and Compliance
Location: Remote
Reports to: Associate Director, Global Trade Operations and Compliance

The Role:

As the Specialist for Trade Operations and Compliance, you will be critical in implementing effective trade compliance procedures and best practices. You will liaise with global internal teams, customs brokers, and freight forwarders to ensure seamless operations while adhering to import/export laws and regulations.

Here's What You'll Do:

- Collaborate with global Trade Compliance and other internal teams to implement effective trade compliance procedures and best practices.
- Proactively liaise with customs brokers and freight forwarders to resolve open issues.
- Manage the Restricted Party List screening process in SAP GTS, including review, block, and release of customers, vendors, and transactions.
- Review and approve indirect procurement POs in SAP Ariba, ensuring suppliers know all import documentation, permit requirements, or import restrictions before exporting goods.
- Oversee compliance with export and import record retention processes.
- Audit import customs declarations to ensure correct customs HS classification, valuation, Country of origin, and other data elements are declared to customs.
- Audit Electronic Export Information (EEI) filings and ensure correct filing instructions are followed.
- Archive correct proof of origin to support preferential trade agreements (FTAs).
- Determine HS classifications, ECCN classifications, and Country of origin for new materials, products, parts, and equipment. Monitor trade data in SAP and the broker's parts list for completeness, correctness, and validity.
- Assist the Trade Compliance team in monitoring progress in closing audit-identified gaps.

Here's What You'll Bring to the Table:

- BS/BA degree required, preferably in supply chain or project management.
- A minimum of 4 years of experience in trade compliance-related roles, preferably in the pharmaceutical industry.
- Certified Customs Specialist (C.C.S.) designation or Licensed Customs Broker (L.C.B.) preferred or actively pursuing.
- Agile and comfortable working under pressure in a fast-paced environment.
- Ability to manage multiple priorities, well-organized and disciplined.
- Tariff Schedule (HTS) classification process knowledge is required; experience in Chapters 29, 30, 39, 38, 84, 85, and 90 is highly preferred.
- Proficiency in GRIs (General Rules of Interpretation), INCOTERMs, ECCN (Export Control Commodity Classification), valuation, country of origin rules, import/export laws and regulations, Embargoes, Sanctions, US CBP ICPs (Informed Compliance Publications), USMCA Free Trade Agreement requirements.
- Proficiency with Microsoft Office applications, especially Excel (intermediate to advanced: Pivot table, VLOOKUP) required.

- Detail-oriented, proactive, team-oriented, and capable of independently solving moderately complex issues with minimal supervision.
- Excellent written English communication skills.
- Ability to grow and evolve with the role as the company expands its product offering.
- Interest in learning and developing broad knowledge of US and Canadian customs requirements and procedures.
- Familiarity with dynamic global manufacturing supply chain operational activities.
- SAP/S4 experience preferred, SAP GTS experience desired.
- Knowledge of the pharmaceutical industry is highly preferred.

Current Benefits and About Moderna sections added at time of job posting.