

Job Description**Trade Compliance Analyst**

Position: Trade Compliance Analyst
Department/Unit: Legal
Reports to: Sr. Manager, Global Trade Compliance
Location: Tampa, FL

Summary:

Reports to the Global Trade Compliance Manager and assists Signode business platform functional sales, OPs and procurement based in North America to determine import/export transactional needs and takes action to meet requirements ensuring ongoing compliance with all regulatory agencies.

Reasonable accommodation statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Responsibilities:

- Serve as a problem solver, and act as trade compliance liaison to Signode business units in the Americas for customs and export activity. Assist and proactively guide business units to minimize risk.
- Establish and foster relationships with internal Signode parties in North America such as Procurement, Order Management, Customer Service, Logistics, Sales, Supply Chain, and Tax.
- Establish and foster relationships with external parties such as U.S. & Canadian customs brokerage service providers.
- Be the point of contact on import clearance inquiries from customs brokers, suppliers, and forwarders when a business unit does not have appointed personnel or require guidance/support.
- Prepare export or import document as required to ensure the timely movement of non-revenue transactions.
- Review manual and system-generated export invoices and documentation to ensure compliant documents that facilitate timely cross-border movement.
- Work with various Signode business units to ensure import (CBP)/export (EAR) recordkeeping regulations are met.
- Monitor appointed customs brokers and forwarders by conducting regular self-audits of U.S./Canadian import entries and Electronic Export Filings (EEI), document findings, and make corrective action recommendations, as needed.
- Support current restricted party screening process including solicitation of master data, tracking of data, upload to restricted party partner, and review of results.

- Perform ad hoc restricted party screening.
- Run periodic ACE reports to document import and export history and prepare monthly trade compliance reports for strategic review by Trade Compliance Manager.
- Make HTS and ECCN determinations as needed. Ensure those classifications are input to business systems.
- Work with Procurement to facilitate the annual USMCA Free Trade Agreement and country of origin solicitation from suppliers.
- Issue USMCA & other Free Trade Agreement documentation to support eligible Signode-produced products.
- Provide Free Trade Agreement program oversight and maintain logs and records for all free Trade Agreements issued by U.S., Mexican, and Canadian facilities.
- Handle routine day-to-day issues independently and involve the Global Trade Compliance Manager when needed.
- Escalate any compliance issues uncovered as a result of day-to-day activities.
- Support special projects as directed by Trade Compliance Manager and Legal team members.

Qualifications:

- Associate's Degree with 3-5 years of experience in import/export operations, transportation, international business, or other related field.
- Experience with Harmonized Tariff Schedule.
- Sound analytical abilities and acute attention to detail required.
- Effective communication (written and oral) and interpersonal skills.
- Ability to balance multiple priorities simultaneously and manage time appropriately and independently.
- Requires organization, attention to detail, ability to research from a variety of sources, and solid problem-solving skills.
- Ability to collaborate cross-functionally and globally.
- Manage a diverse workload.
- Proficiency in the use of Microsoft Office products.
- Spanish Language skills a plus.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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