



## Job Opportunity

Company	Costco Wholesale
Job Title	Export Compliance Specialist III – Global Sustainability and Compliance
Location	Issaquah, WA
Salary Range	\$65,500 - \$80,000
Relocation Assistance	

### **Job Description / Responsibilities / Requirements**

#### **Description of position**

Based at Costco's corporate headquarters in Issaquah, Washington, the Trade Compliance Specialist III will be responsible for all aspects of importing and/or exporting Costco merchandise, ensuring compliance with applicable laws, regulations, and policies. The position will work closely with the multiple departments to support Costco's import and export programs. This position will be a primary resource for export sanctions and controls.

#### **Tasks and responsibilities**

- Provide day-to-day guidance and mentorship to the team.
- Serves as a subject matter expert on sanctions and export regulations and requirements.
- Serves as a department lead on specific compliance programs and is responsible for ensuring compliance and continuous improvement for those programs.
- Serves as subject matter expert and provides guidance on internal and external information requests/escalations for various trade compliance matters, often independently interpreting regulations, policies and procedures.
- Project lead on special assignments and SOWs with 3rd party providers using judgment and discretion in resolving issues or making recommendations.
- Serves as point of contact for customs brokers and/or freight forwarders to resolve classification/entry issues.
- Responsible for the development, review, and maintenance of compliance policies, procedures, and manuals.
- Propose and drive technology solutions through to the outcome.
- Leads responses to Customs or other governmental agencies inquiries and requests for information.

- Develops corrective action recommendations for non-compliance of any policies, laws, or regulations.
- Monitors trade restrictions, general prohibitions, sanctions, and applies to business processes.
- Ensures the proper HTS/Schedule B and ECCN classification for items.
- Manage the duty preference program for import items or USMCA export items, identifies opportunities for duty savings.
- Actively participate in reviewing and developing compliance procedures for service providers.
- Routinely seeks to eliminate work through efficiencies and drives proposals to add value.
- Develops and maintains training materials and leads internal and external training.
- Analyzes import/export data to verify compliance, create metrics, and deliver reporting.
- Oversees Sanctions/Denied Party Screening processes and resolves escalations.
- Maintains Customs Compliance databases and general record keeping.
- Works collaboratively on cross-functional projects internally and externally in additional areas as requested, including but not limited to: Import, Supply Chain Security (C-TPAT), Export, Sanctions, USMCA, Mexico Customs, and Audits

#### **Required skills, abilities, and certifications**

- Licensed Customs Broker preferred, or other professional certification (CCS, CES)
- Bachelor's degree and/or 3-5+ years related experience required
- Leadership, project management, process development experience preferred.
- Proficient in AS400, SAP, Microsoft and Google applications, as well as Internet based research and programs.
- Ownership and accountability of responsibilities in the area with a vested interest in the outcome.
- Demonstrated problem-solving ability, communication skills, and initiative.
- Detail oriented, with excellent analytical and organizational skills.
- Strong interpersonal communication skills both verbal and written.
- Ability to work collaboratively with employees at all levels.
- Self-motivated with the ability to simultaneously manage multiple time-sensitive tasks.

Costco offers a comprehensive package of benefits including paid time off, health benefits - medical/dental/vision/hearing aid/pharmacy/behavioral health/employee assistance, health care reimbursement account, dependent care assistance plan, short-term disability and long-term disability insurance, AD&D insurance, life insurance, 401(k), stock purchase plan to eligible employees.

### **Contact Information to Apply**

Send cover letter and resume in a single PDF to:

Tea Kautto at [GSCapplications@costco.com](mailto:GSCapplications@costco.com)