**Drawback Analyst**

Join Livingston's Global Trade Management team and help large companies manage their supply chains on a global scale. Livingston is a market leader offering customs brokerage, consulting and compliance, and freight forwarding services at more than 90 key locations in North America, Europe and Asia. Our Global Trade Management experts help companies lower their costs, get to market faster, and free up resources as they do business internationally. You can be a part of our global operations and grow your career by becoming an expert in the ever-changing world of international trade.

Job Type: Full Time

Location: HomeOffice Texas, HomeOffice California, HomeOffice Colorado, HomeOffice Florida, HomeOffice Georgia, HomeOffice Illinois, HomeOffice Kentucky, HomeOffice Louisiana, HomeOffice Maryland, HomeOffice Massachusetts, HomeOffice Michigan, HomeOffice Missouri, HomeOffice Nevada, HomeOffice New Jersey, HomeOffice New York, HomeOffice North Carolina, HomeOffice Tennessee, HomeOffice Virginia

JOB SUMMARY

The Drawback Analyst works directly with customers and internal team members to assemble, audit, and file duty drawback claims. This role is involved in all aspects of the drawback claim filing process including preparing automated claims and analyzing client documents and data.

KEY DUTIES & RESPONSIBILITIES

- Process and submit drawback claims

- Manage claim process for multiple drawback clients

- Assist with the integration of new drawback programs

- Resolve client issues and identify process improvements

- Maintain client folders, documentation and desk procedures

- Assist with maximization of existing drawback programs

- Perform quality checks on client data and drawback claims.

- Provide outstanding customer service to clients

- Understand inventory management methods and perform verifications for clients.

- Perform other related duties as assigned by management.

- Adhere to established policies and procedures.

KNOWLEDGE & SKILLS

- Ability to read and understand customs rules and regulations and apply them to the clients' operations and challenges

- Strong analytical ability and strategic thinker

- Strong proficiency in MS Office (particularly Excel and Access).

- Highly detail oriented and capable of handling large amounts of data

- Ability to work under tight deadlines

- Must be honest, dependable and confidential

- Excellent organizational skills and be able to work independently with minimal managerial input

- Self-starting and great with time management

- Concise communication skills (both verbally and in writing)

- Interpersonal skills, ability to work well with a wide range of people from different parts of the business

- Strong results orientation and performance focus

- Demonstrate positive, professional attitude, and commitment to personal, team and company goals

WORK EXPERIENCE – MINIMUM REQUIRED

3 years of related experience

EDUCATION

Required: Associates Degree or post-secondary education

Preferred: Bachelors Degree or equivalent

CERTIFICATIONS DESCRIPTION

COMPETENCIES

Accountability

Agility

Customer First Focus

Inclusion and Collaboration

Leading and Developing

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

**For Canada:** Livingston is an equal opportunity employer and committed to creating and sustaining an inclusive environment in which all individuals are treated with dignity, respect and one which reflects the diversity of the community in which we operate. Accommodations are available for

applicants and employees with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please advise when submitting your application.