

Job Title: Customs Specialist

Analog Devices (NASDAQ: ADI) designs and manufactures semiconductor products and solutions. We enable our customers to interpret the world around us by intelligently bridging the physical and digital worlds with unmatched technologies that sense, measure and connect.

Position: Customs Specialist

Job Description:

ADI is seeking a motivated and detail-oriented individual to join our Global Government Affairs & Trade team as a Customs Specialist. This role is responsible for a variety of activities to ensure compliance with US importing requirements and requires exception analytical, communication, and time-management skills in a fast-paced, challenging, and collaborative team environment. This role reports to the Customs & Enterprise Systems Manager and can be based out of ADI's, Chelmsford, Durham, Tampa, Wilmington locations at a hybrid model.

Responsibilities:

- Responsible for day-to-day maintenance of U.S. Customs clearances, resolving clearance delays and address underlying issues.
- Audit and maintain recordkeeping requirements of import documentation with U.S. Customs.
- Responsible for Supplier Compliance, partnering with Procurement, documenting Supplier performance.
- Conduct/Complete Free Trade Agreement qualifications and issuance.
- Assist in identifying and ensuring compliance to Participating Government Agency (PGA) requirements for importing shipments.
- Assist in brokerage management, providing parts database/additional resources updates and review/update standard operating procedures.
- ACH audit reviews, communication with Accounts Payable and Logistics.
- Assist in data collection and compliance with Drawback and Reconciliation processes.
- Operate in accordance with standard operating procedures.
- Run ACE reports along with internal systems and interprets, organizes, and presents data.
- Support import compliance program and tariff classification activities.
- Stay current with import regulation updates, changes and report up to management.
- Other Global Trade related tasks as needed.

Required Skills:

- Bachelor's degree with 3-4 years' experience in the import/export compliance
- Excellent computer skills including Excel, Word, and Windows.
- Excellent organizational skills with the ability to respond effectively and efficiently to time-critical issues with competing / conflicting priorities.
- Detailed and task-oriented initiative-taker who can develop effective networks with internal and external customers.
- ACE, HTSUS, export/import valuation
- Team player willing to learn and adapt to the company's business needs.

Desired Skills:

- Licensed Customs Broker
- Semiconductor experience
- Microsoft Office applications
- SAP / GTS
- Ability to adapt to change
- QlikView, Power BI
- System based analytical attention to detail
- Ability to manage substantial amounts of data

For positions requiring access to technical data, Analog Devices, Inc. may have to obtain export licensing approval from the U.S. Department of Commerce – Bureau of Industry and Security and/or the U.S. Department of State – Directorate of Defense Trade Controls. As such, applicants for this position – except US Citizens, US Permanent Residents, and protected individuals as defined by 8 U.S.C. 1324b(a)(3) – may have to go through an export licensing review process.

Analog Devices is an equal opportunity employer. We foster a culture where everyone has an opportunity to succeed regardless of their race, color, religion, age, ancestry, national origin, social or ethnic origin, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy, parental status, disability, medical condition, genetic information, military or veteran status, union membership, and political affiliation, or any other legally protected group.

EEO is the Law: [Notice of Applicant Rights Under the Law](#)

Education Level: Bachelor's Degree

Travel Required: No