



JOB DESCRIPTION

WORK LOCATION: Colmar, PA

DEPARTMENT: LEGAL

FLSA STATUS: EXEMPT

FTE STATUS: FULL TIME

JOB TITLE:

Trade Compliance Analyst

REPORTS TO:

Manager, Trade Compliance

JOB SUMMARY:

The Trade Compliance Analyst is responsible for providing overall support with a collaborative Trade Compliance team, providing effective execution of compliant import/export activities within the global supply chain. In this supportive and team-oriented position you will learn and apply global trade knowledge to help Dorman Products comply with import/export regulations for international shipments. By collaborating with cross-functional teams, the Trade Compliance Analyst contributes to the company's growth objectives while effectively mitigating compliance risks.

PRIMARY DUTIES (5-7 KEY RESPONSIBILITIES)

- Monitor, analyze & assist with the interpreting applicable regulations and implement changes to affected import and export processes or business practices to meet new regulatory compliance requirements.
- Support strategic projects to improve efficiency, compliance, and cost reduction initiatives.
- Utilize data analytics tools and techniques to monitor and analyze trade compliance data, including import/export records, trade documentation, and regulatory updates.
- Assist with implementation of other preferential programs such as CTPAT, duty drawback, First Sale, FTZ, duty engineering, etc. as applicable.
- Support the Trade Compliance team in ensuring the compliant execution of export activities, including documentation, licensing, and regulatory compliance.
- Research and review new or changing legislation and determine potential impact to Dorman Products trade compliance programs.
- Responsible for daily interactions with Customs House Brokers and providing their requests to facilitate customs clearances.
- Refund and Bill Tracking, Coding, Logging.
- Monthly duty allocation and accrual reporting
- Internal Process SOP Management.
- Audit imports and export for Dorman entities.
- Other duties as required.

QUALIFICATIONS:

- Solid understanding of trade compliance regulations (e.g., FTAs, country of origin, item markings etc.) import compliance procedures, broker operations, recordkeeping, and auditing. And/or, solid understanding of export compliance regulations (e.g., EAR, ITAR, etc.).
- High degree of proficiency with MS Office Suite, Outlook, and Internet applications; familiarly with ERP (SAP), Global Trade systems, and ACE preferred.
- Trade Compliance certifications or licenses a plus (Certified Customs Specialist (CCS) or Licensed Customs Broker (LCB)).
- Self-motivated with critical attention to detail, deadlines, and reporting; strong business acumen, risk-based decision maker.
- Strong analytical, prioritizing, interpersonal, problem-solving, and presentation skills; strong verbal and written communication skills.
- Demonstrated collaborative skills and ability to work well within a team.



- Is change-oriented; constantly looks for ways to improve self and the business.
- Open to new ideas; finds creative solutions to issues.

EDUCATION OR EXPERIENCE:

- Bachelor's Degree in Business Administration, Supply Chain/Logistics, Finance, or a related field.
- Equivalent experience may be substituted for formal education.
- Minimum job-related professional experience in Trade Compliance of 2-3 years.

REQUIRED CORE VALUES & COMPETENCIES**Dorman Core Values**

- Ideation & Innovation
- Deliver Customer Value
- Empower Our Contributors
- Accountability for Results
- Strive for Excellence

Dorman Job Competencies

- Displaying Technical Expertise
- Delivering High Quality Work
- Prioritizing and Organizing Work
- Driving for Results
- Communicating Effectively

Revised: September 2024