

Role: Senior Trade Compliance Analyst

Company: SHEIN Distribution Canada Ltd.

Location: Markham (Ontario) – fully on-site

Relocation assistance: Not offered.

About SHEIN

SHEIN is a global fashion and lifestyle e-retailer committed to making the beauty of fashion accessible to all. We use on-demand manufacturing technology to connect suppliers to our supply chain, reducing inventory waste and enabling us to deliver a variety of affordable products to customers around the world. From our global offices, we reach customers in more than 150 countries.

Founded in 2012, SHEIN works with outstanding, creative, and capable peers. We share an energetic and open culture for capable people to discern, work, and grow as a team.

To learn more about SHEIN, please visit <https://ca.shein.com>, follow our Instagram @shein_ca and TikTok @sheinca_.

Position Summary:

We seek a skilled and experienced Senior Trade Compliance Analyst to join our team. This position develops, implements, manages, and maintains overall customs compliance procedures to ensure SHEIN complies with all aspects of Canadian importing and exporting regulations and other related agencies, laws, and regulations. **This role will be on-site and our office is in Markham, ON.**

Job Responsibilities:

- Maintain knowledge and stay current with Canadian trade regulations, providing compliance guidance and advice.
- Interpret trade regulations, conduct in-depth assessments of their impacts on the business, and prepare guidance documents for relevant stakeholders.
- Manage customs broker(s) daily operations by helping elaborate & maintain a procedure manual.

- Review customs broker(s) monthly KPIs & make recommendations to management to drive further business improvements.
- Assess business risks, consider trade compliance directives and regulations, implement adequate controls, and monitor their effectiveness.
- Ensure that SHEIN complies with all licensing, notification, and record-keeping requirements related to trade regulations.
- Work closely with suppliers and vendors to ensure the most accurate and up-to-date classification.
- Act as a subject matter expert on trade compliance directives and publications.
- Provide support to the Regional Director of Trade Compliance on Canada specific matters.

Qualifications:

- Bachelor's degree in supply chain management, International Trade, Business, Law, or other related field is preferred.
- At least 5 years of relevant trade compliance experience in e-commerce, consumer goods, and apparel industry.
- Certified Customs Specialist, Certified Trade Compliance Specialist, or other Compliance-related certification is a plus.
- In depth understanding of the Harmonized Tariff System (HTS classification), General Rules of Interpretation & Advance Ruling process.
- Comprehensive knowledge of customs regulations, other government agency requirements, and understanding of international trade.
- Excellent written and oral communication skills.
- Ability to quickly understand complex legal and regulatory concepts and explain them in a manner that is easy for stakeholders to understand.
- Ability to write policies, procedures, and guidance documents.

SHEIN is an equal-opportunity employer committed to a diverse workplace environment.