



ARTHREX, INC

JOB DESCRIPTION

Title: Import Manager – Global Trade

FLSA: Exempt

Summary Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Main Objective:

This position assists the Sr. Manager of Global Trade with implementation of import trade compliance education programs, policies, and procedures, including internal audit programs to ensure compliance with U.S government trade related programs and international import regulations; managing trade related service providers and development and implementation of internal operating systems and procedures.

Essential Duties and Responsibilities:

- Manage the Global Trade Import Operations Team, consultants and customs brokers to ensure compliant, efficient, and cost-effective import of goods. Establish and monitor service providers' performance against Key Performance Indicators.
- Manage Global Trade Import Analysts, build and continuously improve Global Trade import operations to ensure accurate and efficient import of goods to support Arthrex's growth.
- Provide internal departments with support, trade education and information to ensure employees and suppliers provide accurate information necessary for import transactions, including, but not limited to: Supply Chain, Marketing, Regulatory Affairs, Transportation, Shipping and Receiving.
- Conduct trade compliance audits to support Global Trade Import Operations, ensure the accuracy of declarations and submissions and assist in determining and implementing corrective actions if necessary.
- Conduct internal risk assessments and report findings with proposed solutions to Global Trade Management,
- Create and implement uniform trade compliance policies and procedures to ensure Arthrex and its subsidiaries operate within the purview of the relevant country and U.S. laws and regulations governing international trade.
- Provide the Sr. Manager of Global Trade with recommendations regarding trade compliance and ensure import shipments occur in accordance with Global Trade policies and procedures.
- Monitor and coordinate responses to CBP, FDA and other government agency requests for information and related post-entry activities.
- Ensure all operating systems and databases relevant to Arthrex's import activities are operating in compliance with Arthrex's trade policies and government regulations.
- Continuously monitor government and industry developments, e.g. security, customs compliance, tariff changes, etc., and remain current with information affecting Arthrex's import programs and initiatives.
- Ensure compliance within functional area and support the compliance objective of the organization as a whole.

Incidental Duties:

The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

Education and Experience:

- Bachelor's degree required; Masters or JD preferred
- 10 years' experience in global trade compliance required
- 2 years supervisory experience required
- US Customs Broker's license preferred
- Experience managing Customs Brokers and Logistics service providers required
- Program and project management experience required
- Experience with a multinational manufacturing organization preferred
- SAP ECC and GTS experience preferred

Knowledge and Skill Requirements/Specialized Courses and/or Training:

- Ability to formulate and present high-level presentations and conduct education and training events
- Ability to lead global, cross-functional teams to achieve goals and objectives
- Ability to interact with and influence senior management
- Thorough understanding of U.S. Customs and other laws and regulations governing international trade
- Excellent interpersonal communication skills; capable of tactfully discussing sensitive trade compliance issues
- Knowledge of import/export and related trade regulations and the ability to understand other regulations and various Chapters within the Code of Federal Regulations, specifically, but not exclusively:
 - Part 19 Customs Regulations,
 - Part 21 Food and Drug Regulations,
 - Other regulations related to U.S. imports and trade controls and the penalties associated with violating U.S. trade regulations
- Requires thorough knowledge regarding:
 - The Harmonized Tariff classification system;
 - Origin determination and the concepts of 'substantial transformation' and 'committed by design' for origin determination and classification purposes
 - The WTO Valuation Agreement and valuation regime
- Knowledge of U.S. FDA import regulations
- Proficiency in international trade regulations and processes
- Excellent knowledge of importing procedures
- Strong written and oral communication skills
- Project management skills
- Process improvement oriented with a focus on automation
- Must be able to work independently and lead others
- Must have leadership skills necessary to effectively supervise and motivate team members.
- Strong cross-functional collaboration skills with an ability to work on ad hoc teams

Machine, Tools, and/or Equipment Skills:

- Experience with SAP and SAP's GTS system preferred
- Proficient in Microsoft Office tools, including Visio
- Experience with CBP's Automated Commercial Environment (ACE / AES) program
- Experience with Import Trade Auxiliary Communications System (ITACS)
- Standard office equipment related skills.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Mathematical Skills

Ability to comprehend and apply mathematical principles to the degree required to perform the job based upon job requirements.

Language and Communication Skills:

Ability to comprehend and apply language skills to the degree required to perform the job based upon the job requirements listed above. Ability to verbally communicate ideas and issues effectively to other team members and management. Ability to write and record data and information as required by procedures.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required sit; use hands and fingers, to handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

Vision Requirements:

Visual acuity necessary to do the job safely and effectively.



Updated: December 20, 2023

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The area that this job is performed in is a general office or open cubicle/workstation environment. The noise level in the work environment is usually moderate.