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Customs Compliance Manager - Mexico Export

Company Area: Transportation

Region: Transportation

Locations: San Antonio, Texas

Categories: Transportation

Job Family: Global Logistics

Pay Type: Exempt

Req ID: 164383

Posting End Date: 07/28/2025

Position Type: Full Time

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Job Description

Responsibilities

There's a lot that goes on behind the scenes to keep H-E-B Stores stocked and ready to serve customers and our Supply Chain Teams innovate and execute to optimize source-to-shelf operations.

As a Customs Compliance Manager, you'll oversee day-to-day operations associated with Mexico Customs entry filings and compliance programs, policies, and procedures and manage efforts to ensure H-E-B operates in compliance with import and export regulatory requirements.

Once you're eligible, you'll become an Owner in the company, so we're looking for commitment, hard work, and focus on quality and Customer service. 'Partner-owned' means our most important resources - People - drive the innovation, growth, and success that make H-E-B The Greatest Retailing Company.

Do you have a:

HEART FOR PEOPLE... communication skills?

HEAD FOR BUSINESS... ability to work in ambiguous situations?

PASSION FOR RESULTS... drive to support Customs compliance?

We are looking for:

- 3+ years of related experience

What is the work?**Compliance / Auditing / Administration:**

- Supports export compliance requirements for export transactions; ensures compliance with licensing requirements under export control laws and regulations
- Reviews export shipments for compliance and accuracy
- Conducts Free Trade Agreement qualification analysis and makes origin determinations
- Maintains compliance databases and other record repositories
- Supports customs compliance initiatives and competencies
- Reviews / assists with Harmonized Tariff Schedule (HTS) classifications for Grocery, Produce, and GM
- Supports classification of exported products and associated databases to ensure appropriate amount of duties fees are paid in accordance with proper valuation method, as defined by Mexican Customs
- Analyzes tariff rates and product classifications for Grocery, and GM using HTS, CBP binding rulings, and external legal counsel
- Prepares trade-related data reports and metrics
- Analyzes ITRAC data on import / export processes; identifies trends, issues, and statistics; communicates results as needed
- Supports Customs Compliance training programs
- Assists in monitoring Customs Compliance training programs, as directed
- Participates in compliance audits
- Reviews / researches / processes / responds to government agency, legal, and external inquiries and requests
- Fulfills internal requests for required Customs compliance supplies, required notices, forms, etc.
- Prepares / files protests, binding rulings, and post summary corrections with U.S. Customs; executes amended entry filings
- Prepares / reviews / submits applications for export licenses, permits, and other government agency requests

What is your background?

- A related degree or comparable formal training, certification, or work experience
- 3+ years of experience managing Mexico Customs-required information
- Willingness to obtain a Customs Broker license

Do you have what it takes to be a fit as an H-E-B Customs Compliance Manager?

- Working knowledge of Mexico Customs Trade compliance regulations
- Strong communication skills
- Project management skills
- Organization skills
- Computer skills
- Language skills; bilingual in Spanish required
- Ability to deal with ambiguity

Can you...

- Function in a fast-paced, retail, office environment

- Occasionally travel, including overnight / international stays

04-2024

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