



Job Opportunity

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| Company | Global Trade Jobs |
| Job Title | Customs Associate |
| Location | Fully Remote |
| Salary Range | \$65,000.00 to \$85,000.00 |
| Relocation Assistance | No |

Job Description / Responsibilities / Requirements

Importal Customs LLC

Job Title: Customs Associate

Company Name: Importal Customs LLC

Location: Remote

Department: Customs

Reports To: Director of Customs

Job Summary

The Customs Associate at Importal Customs LLC will be responsible for preparing and filing customs entries in accordance with CBP Regulations for a diverse portfolio of clients. This role involves providing best-in-class customer service, contributing to product development, driving process improvements, and offering trade advisory and consulting services. The ideal candidate will excel in accuracy, compliance knowledge, and multitasking in a remote environment.

Key Responsibilities

- Prepare and file customs entries for a variety of clients, ensuring compliance with CBP Regulations.
- Review and verify import documentation for accuracy and completeness.
- Classify goods according to the Harmonized Tariff Schedule (HTS).
- Communicate with clients to gather necessary information and provide updates on entry status.
- Liaise with CBP and other government agencies to resolve any issues or discrepancies.
- Maintain accurate and organized records of all customs entries and related documentation.
- Provide best-in-class customer service to clients, addressing their needs and concerns promptly.
- Contribute to product development initiatives to enhance service offerings.
- Drive process improvements to increase efficiency and compliance.
- Offer trade advisory and consulting services to clients, helping them navigate complex customs regulations.
- Stay updated on changes in customs laws and regulations.
- Provide training and guidance to junior staff members as needed.
- Assist in the development and implementation of customs compliance programs.

Required Qualifications

- Bachelor's degree in International Trade, Supply Chain Management, or a related field.
- Minimum of 1-3 years of experience in entry writing or a similar role customs brokerage role
- Strong knowledge of CBP Regulations and Harmonized Tariff Schedule (HTS).
- Excellent attention to detail and organizational skills.
- Proficiency in customs software and Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple priorities in a remote environment.

Preferred Qualifications

- Licensed Customs Broker (LCB).
- Certified Customs Specialist (CCS).
- Experience with international trade compliance.
- Familiarity with various import/export documentation and processes.
- Experience working with a wide variety of clients in different industries.

Working Conditions

This is a remote position; candidates must have a reliable internet connection and a dedicated workspace.

Occasional travel may be required for training or client meetings.

Salary Range

The salary range for this position is \$65,000 - \$85,000 annually in addition to an equity offering. Actual compensation will be determined based on the candidate's experience, qualifications, and location. We consider market data, local cost of living, and the scope of the role to ensure competitive and equitable pay.

Benefits

- Comprehensive health insurance (medical, dental, vision)
- Unlimited Paid time off (PTO) and holidays
- Professional development opportunities
- Remote/Flexible work schedule
- Meal Stipend

Company Description

Importal Customs LLC is a leading provider of customs brokerage services, specializing in efficient and compliant customs entry processing for clients across various industries. Our team of experts is dedicated to ensuring that our clients' import activities are streamlined and compliant with all regulatory requirements. We pride ourselves on our attention to detail, commitment to excellence, and customer-focused approach.

Contact Information to Apply