

Job Title: Import/Export Specialist

Job ID: 56515

Location: MI-Richland

Full/Part Time: Full-Time

Regular/Temporary: Regular

Org Marketing Statement

Parker Hannifin is a Fortune 250 global leader in motion and control technologies with over \$19B in sales. For more than a century the company has engineered the success of its customers in a wide range of diversified industrial and aerospace markets. Parker is committed to providing team members an empowered, results-oriented and values-driven work environment that encourages learning and personal growth. Parker understands that an empowered, results-oriented organization excels at engaging highly talented people of different backgrounds and perspectives. Respecting and embracing these differences enhances Parker's position as the world leader in motion and control.

Position Summary

Responsible for ensuring the Division is in compliance with governmental entities' laws, rules and regulations. Position will establish processes and systems to assure that the Division is in compliance nationally and internationally. Additionally, will be responsible for auditing these processes to assure company remains in compliance as laws, regulations and international conditions change.

Scope/ Supervision and Interaction:

Position reports to one or more of the following: Division Supply Chain Manager, Logistics Manager, Logistics Supervisor.

Essential Functions:

Maintain and update the Division's Import and Export Compliance Manuals, and ensure the procedures and processes contained in the Manuals are adhered to.

Remain informed of current import and export issues, regulations and laws through the attendance of compliance training sponsored by the government and industry experts.

Familiarize appropriate Division staff with international trade laws and regulations

Collaboratively analyze the Division's imports and exports ensure international, customer, and supplier requirements are met.

Monitor international inbound and outbound orders, investigating and expediting those orders which have been delayed.

Prepare, update, retain requisite domestic and international import and export documentation.

Approximately 90% of time: import export compliance (includes USMCA supplier solicitation and certificates for customers, HTS code determination, global tariff reporting, etc.)

Licensed customs broker certification preferred but not required

The Logistics Coordinator will report to the Import Export Specialist

10% of time: back up for inbound/outbound Logistics Coordinator

Government contracting knowledge preferred but not required (<5% of role)

Qualifications:

4-year college degree

2 to 4 years' experience in an import and/or export environment

Familiarity with domestic and international import/export laws and regulations, and the ability to analyze and implement legal and regulatory revisions as they are mandated.

Intermediate level of knowledge of popular application software programs

Excellent written, verbal and interpersonal communication skills for effective interface with all internal and external contacts.

Equal Employment Opportunity

Parker is an Equal Opportunity and Affirmative Action Employer. Parker is committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job related reasons regardless of race, ethnicity, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, genetic information, veteran status, or any other status protected by law. However, U.S. Citizenship, Permanent Residency or other appropriate status is required for certain positions, in accord with U.S. import & export regulations.

("Minority / Female / Disability / Veteran / VEVRAA Federal Contractor")

If you would like more information about Equal Employment Opportunity as an applicant under the law, please go to Know Your Rights: Workplace Discrimination is Illegal (eeoc.gov) and Genetic Information Discrimination