

## Position Specification



## CUSTOMS BROKERAGE REGULATORY SPECIALIST

### POSITION SPECIFICATION

Position Title	Customs Brokerage Regulatory Specialist
Company	SEKO Worldwide LLC
Grade	E2
FLSA	Exempt
Date of Last Revision	8/6/25

### POSITION OVERVIEW:

The CHB Regulatory Specialist reports to the Director of Customs Brokerage Services and is responsible to actively support key initiatives of the CHB product. These initiatives include onboarding of key accounts, managing regulatory CHB reporting and researching client compliance related inquiries.

### KEY ACCOUNTABILITIES INCLUDE:

- Support client regulatory requests including classification review, customs bond sufficiency issues, and other regulatory inquiries or projects.
- Supporting post-entry preparation, submission, and monitoring
- Identify and mitigate risk of potential customs risks and issues.
- Assist with global compliance and/or CHB Operations, as required.
- Key account onboarding including managing HTS database uploads, SOP review, and reporting requirements.
- SME for Customs Brokerage Reporting within Cargowise and ACE Portal
- Remain current with changes in customs laws and regulations.
- Participate in local and/or national professional trade organizations.
- Participate in the development of a safe and healthy workplace. Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures. Co-operate with management in fulfillment of its legislative obligations.

- Other duties as assigned by management

#### **REQUIREMENTS:**

- Possess a sound understanding of The Code of Federal Regulations, specifically 19 CFR Customs Duties
- Familiarity with Harmonized Tariff Classification Process
- Excellent writing, communication & presentation skills
- High-level of attention to detail and accuracy
- Demonstrated ability to interpret and apply complex regulatory requirements.
- Proficiency in regulatory submission software and document management systems.
- Familiarity with project management tools and methodologies to ensure timely compliance.
- Ability to analyze data and trends to drive regulatory decisions.
- Strong analytical and problem-solving skills, with a keen attention to detail.
- Ability to work collaboratively in a team environment, while also demonstrating independence and initiative.
- Exceptional organizational skills to manage multiple projects and deadlines effectively.
- A proactive mindset with a commitment to continuous learning and improvement.

#### **EDUCATION & EXPERIENCE:**

##### **Minimum**

- Minimum of 3 years of experience working in international trade, freight-forwarding or similar industry.
- Certified Customs Specialist certification

##### **Preferred**

- Customs Brokerage License strongly preferred
- Bachelor's degree in a relevant field (e.g., Regulatory Affairs, or related discipline).

#### **SPECIALIST CERTIFICATIONS:**

- Certified Customs Specialist certification or Customs Brokerage License strongly preferred

#### **Notice and Signature**

***This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonable assigned by his or her supervisor.***

**Employee Signature:**

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**Date:**

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<b>Created by:</b>	<b>Approved by:</b>	<b>Date:</b>
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HR Use Only	Evaluated:
Role Code:	Grade: