

Position Specification



CUSTOMS COMPLIANCE SPECIALIST

POSITION SPECIFICATION

Position Title	Customs Compliance Specialist
Company	SEKO Logistics
Grade	E2
FLSA	Exempt
Date of Last Revision	9/8/25

POSITION OVERVIEW:

The Customs Compliance Specialist will be part of the SEKO Compliance Team supporting all SEKO Customs Brokerage stations in the network. This position requires individuals who can think quickly, act independently, and proactively solve problems before they arise. Strong customer service skills and effective communication are required.

KEY ACCOUNTABILITIES INCLUDE:

- Responsible for Customs compliance and to collaborate directly with SEKO stations for their trade activities as an international trade regulations and customs compliance expert with expertise spanning U.S. Customs Regulations (CBP), Foreign Trade Regulations (FTR), Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), and other associated Participating Government Agencies (PGA).
- Monitor regulatory changes and provide guidance and training to SEKO stations and/or clients on how to interpret and apply to business applications and policies, including collaboration and update of internal policies and procedures.
- Ensure 100% adherence to laws, regulations, and corporate policy, including the identification of gaps in current policies, processes and procedures, training, and revision of SEKO Customs and Export controls documentation.
- Conduct monitoring and compliance risk audits to identify deficiencies against transactions and processes, draft finding reports, collaborate with SEKO stations to remedy and implement compliance improvements, and maintain detailed and organized records of all audits.

- Partner compliance risks with the Director Customs Brokerage as the corporate license holder and the Chief Compliance Officer to develop and implement preventative and compliance improvements and internal controls.
- Responsible for analysis, drafting and filing petitions for mitigation, payments, and disposition of Fines, Penalties, and Forfeitures issued to SEKO and our clients. Interact regularly with Customs and government personnel.
- Process CBP payments for additional bills, voluntary disclosures, post summary corrections, and the like.
- Manage Power of Attorney review, approval, and recordkeeping, including but not limited to approval and maintenance of employees conducting Customs business.
- Review and renewal of SEKO corporate bonds.
- Serves as the ACE Portal Owner for SEKO Worldwide LLC and SEKO Customs Brokerage.
- CargoWise (Red Global/CW1) compliance oversight, and to leverage CargoWise expertise to serve as an escalation for brokers, entry writers, and export operators to trouble shoot issues.
- Work cross-functional with SEKO IT to support SEKO International Operating System to support any new regulatory changes or improvements to policy as is needed.
- Collaborate with Compliance team and other functions to manage supply chain security programs (i.e. CTPAT) ensuring SEKO's adherence to requirements.
- Ability to carry out tasks individually as well as in a team environment providing support to other team members, as necessary.
- 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 its fulfilment of its legislative obligations.
- Other duties as assigned by management.

REQUIREMENTS:

- Proficient in Word, Excel, PowerPoint, and various PC based Software.
- Knowledge of air, surface, and ocean transport logistics processes.
- Effective interpersonal skills, including proven abilities to listen, comprehend, effectively communicate clearly and concisely to obtain positive results.
- Knowledge in any/all the following areas: USMCA, classification, value, marking, customs-exports-ITAR audits, compliance & opportunity reviews, first sale, disclosures, binding-rulings etc.
- Client service orientation, initiative, responsiveness,
- Team oriented and comfortable in either a leadership or team leader role
- CargoWise (WiseTech) Software applications.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence
- Speak effectively to customers on the telephone
- Fluency in a language other than English is desirable although not essential
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent and draw and interpret bar graphs.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.

EDUCATION & EXPERIENCE:

Minimum:

- High school diploma or general education degree (GED)

- 7-10 years previous US Customs Brokerage Experience or Compliance experience in International Trade, Import Operations Customs Brokerage and US Customs Laws; or equivalent combination of education and experience.
- US import and/or export experience required.

Preferred:

- 7-10 years related experience in import-export operations and/or import-export customs compliance preferred.

SPECIALIST CERTIFICATIONS:

- U.S. Customs Brokerage License required.

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 their supervisor.

Employee Signature:

Date:

SEKO Logistics does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Created by:	Approved by:	Date:
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Role Code:	Grade: