



Job Opportunity

Company	Global Trade Jobs
Job Title	Customs Entry Writer - Team Lead
Location	Wood Dale, IL
Salary Range	
Relocation Assistance	NA

Job Description / Responsibilities / Requirements

Company Overview:

Join a dynamic and fun-loving team in Wood Dale, IL, where collaboration, creativity, and a passion for excellence thrive. This forward-thinking company is dedicated to delivering top-notch import Customs brokerage solutions while fostering a vibrant, engaging work environment that makes coming to work a blast.

Job Summary:

As a Customs Entry Writer - Team Lead with specialized expertise in FDA and Partner Government Agency (PGA) regulations, you'll ensure compliant and efficient processing and release of product while leading a dynamic team. You'll oversee Customs and PGA documentation, serve as the go-to expert for FDA-related compliance, and foster a collaborative, high-energy environment. Perfect for detail-oriented leaders passionate about trade compliance and team success.

Key Responsibilities:

- Review and validate import documents with a special focus on FDA and PGA requirements for admissibility, and for compliance with U.S. Customs & Border Protection regulations.
- Serve as the subject matter expert on FDA and PGA requirements, ensuring adherence to federal trade laws for products such as medical devices, food products, chemicals, serums and live tissue products.
- Oversee timely and accurate submission of Customs declarations, Importer Security Filing (ISF), Post Summary Corrections, Protests, and FDA/PGA-specific filings.
- Coordinate with Customs authorities, FDA, importers, truckers, and freight forwarders to streamline operations and resolve compliance issues.
- Lead, mentor, and train team members, fostering a positive, team-oriented culture through collaboration and participation in company events.
- Monitor team performance, ensuring deadlines are met and processes align with regulatory and operational standards.
- Identify and implement process improvements to enhance efficiency and compliance, particularly for FDA and PGA-regulated imports.

Qualifications:

- 5+ years of experience in Customs brokerage, import compliance, or international logistics, with at least 2 years in a leadership role and specialized knowledge of FDA/PGA regulations.
- In-depth understanding of U.S. Customs Service regulations, Harmonized Tariff Schedule (HTS), FDA requirements, and other PGA compliance standards.
- Exceptional attention to detail, organizational skills, and ability to manage multiple priorities in a fast-paced environment.
- Proven leadership and mentoring skills with a track record of fostering strong team dynamics.
- Bachelor's degree in supply chain management, international business, or related field (or equivalent experience).
- Strong communication and relationship-building skills with internal teams, external partners, and regulatory agencies.
- Proactive, solution-oriented mindset with a passion for continuous learning and addressing complex compliance challenges.
- Customs Broker License or CCS certification preferred but not required.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive medical, dental, and vision insurance plans.
- 401(k) retirement plan with company match.
- Generous paid time off (PTO) policy to support work-life balance.
- Quarterly bonus pool.

Apply:

<https://www.globaltradejobs.com/employment/customs-entry-writer--team-lead-fda-pga-listing-26042.aspx>

Contact Information to Apply