



Job Opportunity

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

Job Description / Responsibilities / Requirements

Customs Entry Writer

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, you'll be a detail-focused professional ensuring compliant and efficient processing of Customs brokerage entries. You'll navigate U.S. trade regulations, classify product according to the HTSUS, support smooth import brokerage operations, and thrive in a dynamic, fun environment. Perfect for problem-solvers eager to make an impact.

Key Responsibilities:

- Review and validate import documents (e.g., commercial invoices, bills of lading, certificates of origin, PGA documentation) for accuracy and compliance with U.S. Customs & Border Protection regulations.
- Ensure adherence to federal trade laws, including tariff classifications, valuations, and country-of-origin requirements.
- Timely submission of Customs declarations
- Collaborate with liaise with Customs authorities, importers, truckers, and freight forwarders.
- Prepare and submit documentation, including Importer Security Filing (ISF), Post Summary Corrections, and Protests.
- Contribute to a fun, team-oriented culture by participating in company events and bringing positive energy.

Qualifications:

- 2+ years of experience in Customs brokerage, import compliance, or international logistics.
- Strong knowledge of entry processing, U.S. Customs regulations, HTSUS, and trade compliance.
- Exceptional attention to detail and organizational skills, with the ability to juggle priorities in a fast-paced setting.
- Excellent communication and relationship-building skills with colleagues and external partners.
- Proactive attitude with a passion for learning and tackling challenges.
- Customs Broker License or CCS certification is a plus 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-listing-26043.aspx>

Contact Information to Apply