

JOBS AT MEDTRONIC

Careers that change lives



Import Analyst

[Apply](#)

 Minneapolis, Minnesota, United States of America

 Full time

 Posted 4 Days Ago

 End Date: October 10, 2025 (9 days left to apply)

 R46317

We anticipate the application window for this opening will close on - 10 Oct 2025

At Medtronic you can begin a life-long career of exploration and innovation, while helping champion healthcare access and equity for all. You'll lead with purpose, breaking down barriers to innovation in a more connected, compassionate world.

A Day in the Life

This is a fast paced, operational role that addresses urgent shipments that require escalated support for Customs Clearance. Partner with businesses to resolve open shipments pending trade data and gather trade data proactively to ensure an expeditious import occurs. Collaborate with business operations personnel to manage continuing changes in Regulatory requirements for US and Canada imports (e.g., Customs, FDA, Health Canada, and Participating Government Agencies). Collaborate with 3rd party Brokerage companies, establishing clearance support initiatives that support time sensitive customs clearance demands. Partners closely with the business unit to understand business needs and support import procedures as needed.

POSITION RESPONSIBILITIES:

- Understand and interpret US and Canada import requirements compared to live shipment documentation related to distribution, manufacturing, or research & development shipments.

- Input and manage data stored in international trade database to comply with Customs and other Regulatory reporting requirements to ensure accurate and timely entry processing
- Partner with regulatory, supply chain, distribution, manufacturing and marketing partners to improve data accuracy for future imports
- Collaborate with business units to proactively address shipments and items and gather elements to be input into the trade database
- Educate and direct foreign shippers on company policies and import requirements regarding compliance and accurate shipping documentation.
- Ensure that reasonable care standards for compliant handling and imported products of raw materials, components, and sub-assemblies are maintained.
- Address compliance gaps and risks in an effective manner
- Investigate and analyze trending data integrity elements negatively affecting customs clearance expectations
- Assist in updating or creating import procedures and training material.
- Support goals and objectives for the Americas Trade Operations team
- Perform other duties per request.

SPECIALIZED KNOWLEDGE

- Understanding of import processes and procedures for US & Canadian customs agencies
- Harmonized Tariff System's impact on customs compliance and business costs
- FDA and Health Canada regulatory import requirements

DESIRED/PREFERRED QUALIFICATIONS (optional)

- Experience in the medical device industry
- Database system experience
- Experience with 19 Code of Federal Regulations (19 CFR) and also experience with CBSA (Canada Border Services Agency) and familiarity with Canada import requirements
- Participating Government Agency exposure (i.e. FDA, USDA, EPA, Health Canada.)
- Detail oriented with strong analytical, administrative and organizational skills
- Self-motivated and possess ability to handle multiple tasks
- Excellent communication skills, grammar, writing, and people skills
- Strong interpersonal skills while meeting productivity and operational standards
- Strong problem solving and critical thinking skills
- Embraces change and is adaptable
- Proficient in Adobe, Word, and Excel; can effectively navigate at least 7 systems and multiple windows to accomplish a task quickly
- Responsibilities may include the following and other duties may be assigned.
- Performs a variety of import/export duties that include processing papers necessary to facilitate shipments between international locations.
- Administers the efficient and economical movement of goods in accordance with organizational policies.
- Prepares reviews, approves and maintains files for import/export documents required for the lawful completion of import/export activities.
- Serves as an import/export liaison for international customers/subsidiaries, distribution, procurement, planning, manufacturing, intercompany finance, regulatory and import/export compliance functions.

- Plans, schedules and routes imports and exports, including monitoring the flow of traffic to/from foreign destinations, ensuring related customer service, brokerage and customs transaction compliance.

Required Knowledge and Experience: High School Diploma or relevant Trade certification or equivalent with 4+ years of relevant experience in Trade or equivalent experience (OR an Associate's Degree with 2+ years experience OR a Baccalaureate Degree with 1+ year(s) experience).

For Baccalaureate degrees earned outside of the United States, a degree that satisfies the requirements of 8 C.F.R. § 214.2(h)(4)(iii)(A).

Physical Job Requirements

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position, but they are not an exhaustive list of all the required responsibilities and skills of this position.

The physical demands described within the Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For Office Roles: While performing the duties of this job, the employee is regularly required to be independently mobile. The employee is also required to interact with a computer, and communicate with peers and co-workers. Contact your manager or local HR to understand the Work Conditions and Physical requirements that may be specific to each role.

Benefits & Compensation

Medtronic offers a competitive Salary and flexible Benefits Package

A commitment to our employees lives at the core of our values. We recognize their contributions. They share in the success they help to create. We offer a wide range of benefits, resources, and competitive compensation plans designed to support you at every career and life stage.

Salary ranges for U.S (excl. PR) locations (USD):\$64,000.00 - \$96,000.00

This position is eligible for a short-term incentive called the Medtronic Incentive Plan (MIP).

The base salary range is applicable across the United States, excluding Puerto Rico and specific locations in California. The offered rate complies with federal and local regulations and may vary based on factors such as experience, certification/education, market conditions, and location. Compensation and benefits information pertains solely to candidates hired within the United States (local market compensation and benefits will apply for others).

The following benefits and additional compensation are available to those regular employees who work 20+ hours per week: Health, Dental and vision insurance, Health Savings Account, Healthcare Flexible Spending Account, Life insurance, Long-term disability leave, Dependent daycare spending account, Tuition assistance/reimbursement, and Simple Steps (global well-being program).

The following benefits and additional compensation are available to all regular employees: Incentive plans, 401(k) plan plus employer contribution and match, Short-term disability, Paid time off, Paid holidays, Employee Stock Purchase Plan, Employee Assistance Program, Non-qualified Retirement Plan Supplement (subject to IRS earning minimums), and Capital Accumulation Plan (available to Vice Presidents and above, or subject to IRS earning minimums).

Regular employees are those who are not temporary, such as interns. Temporary employees are eligible for paid sick time, as required under applicable state law, and the Employee Stock Purchase Plan. Please note some of the above benefits may not apply to workers in Puerto Rico.

Further details are available at the link below:

[Medtronic benefits and compensation plans](#)

About Medtronic

We lead global healthcare technology and boldly attack the most challenging health problems facing humanity by searching out and finding solutions.

Our Mission – to alleviate pain, restore health, and extend life – unites a global team of 95,000+ passionate people.

We are engineers at heart— putting ambitious ideas to work to generate real solutions for real people. From the R&D lab, to the factory floor, to the conference room, every one of us experiments, creates, builds, improves and solves. We have the talent, diverse perspectives, and guts to engineer the extraordinary.

Learn more about our business, mission, and our commitment to diversity [here](#).

It is the policy of Medtronic to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Medtronic will provide reasonable accommodations for qualified individuals with disabilities.

If you are applying to perform work for Medtronic, Inc. ("Medtronic") in any position which will involve performing at least two (2) hours of work on average each week within the unincorporated areas of Los Angeles County, you can find [here](#) a list of all material job duties of the specific job position which Medtronic reasonably believes that criminal history may have a direct, adverse and negative relationship potentially resulting in the withdrawal of a conditional offer of employment. Medtronic will consider for employment qualified job applicants with arrest or conviction records in accordance with the Los Angeles County Fair Chance Ordinance for Employers and the California Fair Chance Act.



Who We Are

We lead global healthcare technology and boldly attack the most challenging health problems facing humanity by searching out and finding solutions.

Our Mission — to alleviate pain, restore health, and extend life — unites a global team of 95,000+ passionate people

[Read More](#) ✓

What We Do

We change lives. Each team member, each day, helps to improve and redefine how the world treats the most pressing health conditions, from heart disease to diabetes. Our industry leadership comes from the passion and ingenuity of our people. That's who we are. Working alongside one another, we use science, medicine, and a profound understanding of the human body to build extraordinary technologies that can transform lives.

[Read More](#) ✓

How We Are Different

These commitments set our team apart from the rest:

Experiences that put people first. Respect for people is the hallmark of our humanity. It fuels our team to positively impact even a single life. And it means we put our people first at Medtronic as well, creating a culture of belonging and always pushing to get you the career-building resources you need

[Read More](#) 

It is the policy of Medtronic to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Medtronic will provide reasonable accommodations for qualified individuals with disabilities.

[Read More](#) 

Follow Us



[Applicant Privacy Notice](#)



© 2025 Workday, Inc. All rights reserved.