



Job Opportunity

Company	Gateway Recruiting
Job Title	Import Department Specialist
Location	Milwaukee, WI
Salary Range	\$40-50/hour
Relocation Assistance	No

Job Description / Responsibilities / Requirements

Role Overview:

This position offers a unique opportunity to join an import compliance team supporting a high-volume, international business. The role focuses on import compliance: FTA qualification, and certificate of origin management, with an emphasis on leveraging data to identify discrepancies and improve compliance processes. The ideal candidate will play a key part in managing import compliance across multiple trade lanes.

Key Responsibilities:

- Manage Certificate of Origin Requests: Coordinate certificate of origin documentation from suppliers and customers to ensure compliance with trade agreements.
- USMCA Qualification: Take a proactive role in qualifying shipments upfront for USMCA rather than reconciling at year-end, ensuring smoother operations and compliance.
- Documentation and Systems Management: Maintain and organize compliance documentation and systems related to tariff mitigation strategies and international trade regulations.
- Data-Driven Decision Making: Dive into data to identify discrepancies, particularly with HTS codes, and work with brokers to correct errors.
- Broker Audits: Conduct audits of broker activities, generating reports using Excel lookups and pivot tables to present findings to the business.
- Collaboration with Team: Work alongside a team handling actual imports, value reconciliation, and other compliance activities to ensure operational efficiency.

Additional Role Details:

- Team Support: This role supports a growing team, and there is open headcount within the department. A successful candidate could transition into a full-time role in the future, providing long-term career growth potential.

- Data Expertise: An affinity for working with data and a strong command of Excel to audit, analyze, and report findings is crucial to this role.

Contact Information to Apply

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