



## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Trade Compliance Analyst, Contract
Location	Chicago, IL
Salary Range	\$45.00 - \$50.00 per hour
Relocation Assistance	None available

### **Job Description / Responsibilities / Requirements**

#### **Job Summary:**

This position will provide internal consulting and advanced customs technical knowledge for the US. The incumbent is expected to develop and deliver continuous improvement programs and strategies to drive enhanced Trade/Customs Compliance risk mitigation and cost avoidance. This position will influence Leaders in Legal, Supply, and Commercial to drive compliance.

#### **Responsibilities:**

The incumbent is expected to be the primary interface between freight forwarders, Government agencies, customs brokers and designated company affiliates in regard to trade compliance. This person will be responsible for the following key areas: Expert knowledge of, & ability to design programs to comply with laws and regulations related to trade compliance business activity in their region, must be proficient working with, and the requirements of, trade authorities in the US and their region, must be proficient working with compliance software and SAP; strategic trade programs such as duty drawback and free trade agreements, audits of import and export processes and documentation, license determination, application of cross border taxes, recordkeeping, valuation, and classification of internationally shipped goods.

#### **Develop Compliance Controls:**

- Design and Implement company import/export compliance program within the designated segment/country(s) - activities may include, but are not limited to, creation and implementation of programs to comply with customs and other government regulations within the US, valuation reviews, tariff classification,

duty and cost avoidance, assist tracking, Security programs (C-TPAT) and roll-out and training of associates on new trade policies. Conduct complex customs-related research and analysis, using a substantial understanding of customs practices and procedures with minimal input from line managers.

- Deliver savings and cost avoidance for the company by ideating and implementing continuous improvements to trade processes and risk mitigation.
- Manage relationships with customs brokers and freight forwarders. Act as the primary business stakeholder and collaborate with the company's Commercial on brokerage sourcing initiatives. Leads reviews of Broker performance periodically.
- Develop and implement processes to ensure compliance with FTA programs or other duty/cost avoidance programs, including Foreign Trade Zones or other initiatives. Ensure eligibility and record retention requirements are met.
- Communicate new requirements to company associates via training, newsletters, and SOP creation
- Perform compliance, risk, and duty analyses for new trade lanes and provide data to the business
- Maintain current knowledge and act as subject matter expert for retaliatory duties and changing regulations with respect to Customs, providing reporting to the business on potential impacts and mitigation strategies

**Audit:**

- Identifies the audit process and implements holistic compliance auditing annually, in accordance with company SOPs.
- Identifies and implements a corrective action plan resulting from audits or investigations, leveraging advanced technical knowledge.
- Utilizes Trade Compliance Software to perform audits of import/export entries, and where software may not be utilized, complete manual audits of import/export requirements, recommending tools where needed.
- Create an audit process where needed and conduct audits to ensure compliance with import/export documentation retention.
- Other audit activities as assigned by the Trade Compliance Manager or Director.

**Writing Policies:**

- Develops and influences the adoption of policies, identifies needs, creates, implements, and updates SOPs to reflect world-class compliance standards.

**Operations:**

- Resolve and make decisions regarding trade compliance issues and problems that arise in connection with business activities involving company units.
- Identify new procedures/methods to continuously improve and expedite clearance and cost avoidance for import/export shipments

- Serve as problem solver, act as compliance liaison to government authorities for customs issues, and may be liable for signature on customs documents.
- Determination of HTS classification and maintenance of classification database in accordance with Customs procedures as needed.
- Respond to business/SME requests for assistance and proactively guide associates to minimize risk.
- Create and execute business procedures, best practices, and internal controls necessary to ensure customs compliance to minimize business and legal risk
- Continue skill development in trade compliance and regulatory issues.
- Identify new procedures/methods to continuously improve and expedite clearance and cost avoidance for import/export shipments
- Provide analytics, data, and reporting on compliance activities as required
- Provide consultations with internal customers on import/export requirements, tariff systems, and other customs-related matters to mitigate compliance risks.

#### **Job Specifications/Qualifications:**

##### **Education & Professional Qualifications:**

- Specialized, advanced knowledge in trade and customs compliance regulations is required for the US and surrounding countries.
- Broker's License, Law Degree, or Degree/ Certificate in Compliance, International Logistics, Customs Work or International Studies preferred.

##### **Knowledge/Experience:**

- Minimum 6-7 years progressive experience in complex CPG, legal, or consulting environments

##### **Skills:**

- Customs Valuation, Free Trade Agreement qualification, classification and country of origin determinations, use of Excel and reporting tools, Trade/Customs Law, Effective written and verbal Communication, English +, Food/CPG experience.
- Export Experience desired.
- Preferred: project management and leadership experience, Excel expertise, Global Trade Management (GTM) software utilization, and Spanish speaker.

#### **Contact Information to Apply**

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