

	Effective Date:	04-Sep-2025		
	Status:	Effective	Version:	4.0, CURRENT
	Group:	Change Control	Sites:	CC-Global
	Artifact Name:	TEM - Templates	Name:	TEM-JD
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JOB DESCRIPTION TEMPLATE	
<b>Business Title</b>	Customs and Trade Compliance Specialist (Specialist III – Customs and Trade Compliance)
<b>Job Grade</b>	26
<b>Reports To</b> (business title)	Manager – Customs and Trade Compliance (North America)
<b>Job Location</b>	USA Remote
<b>Business unit/Function</b>	Global Quality & Operations
<b>FLSA Classification</b> (US only) <i>[if unsure, consult with your People Partner]</i>	Exempt
<p><b>Position Overview:</b></p> <p>The Customs and Trade Compliance Specialist will help support the Customs and Trade Compliance Manager with operational guidance and support of Convatec locations in the US, CA and other global Convatec locations as needed. This role will support corporate international customs and trade compliance projects and will be the key contact for import and export operational questions. Must be a self-starter who enjoys partnering across organization, working with governmental agencies, learning new things, ability to research new areas of customs and trade compliance to support the organization, and have a “roll-up our sleeves” attitude.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support Customs and Trade Compliance team in the strategic development, delivery and execution of a standardized compliant international trade compliance program within Convatec.</li> <li>• Direct operational responsibility for US / CA customs and trade compliance program, both import and export.</li> <li>• Ensure import and export shipments conform to governmental rules and regulations by managing inquiries, requests from brokers, forwarders, manufacturing sites, distribution centers, etc. to ensure efficient and compliance movement of Convatec product and equipment</li> <li>• Manage the Temporary Importation Under Bond (TIB) process for goods entering the country for temporary purposes ensuring regulatory adherence.</li> <li>• Manage the FDA Import for Export (IFE) program from end to end to include all activities with import, export and reconciliation process and activities to support product being imported into the US for sterilization and re-exported for global market allocations.</li> <li>• Based on audit findings, this role will assist with root cause analysis and support resolutions of compliance issues and implementing controls as needed.</li> <li>• Identify areas for process improvement in the daily resolution of customs and trade compliance related international transactions.</li> <li>• Support continuous improvement and opportunities for trade automation.</li> <li>• Manage Convatec’s customs and trade compliance recordkeeping program.</li> <li>• Assist with the development, implementation and keeping current standard operating procedures and work instructions.</li> <li>• Support Customs and Trade Compliance Manager and Department Lead with compliance program activities and provide support in their absence.</li> </ul>	

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- Assign and review global (UK, NL, US, etc.) Harmonized Tariff Codes (HTS). Update and review SAP master data, Global Classification solution and customs broker regular database updates.
- Maintain broker and customs agency reports and KPIs, monitor broker performances and support MBRs
- Support the development and maintenance of customs and trade compliance process and procedures and the centralized shared storage, support the customs and trade compliance training activities.
- Assist with evaluation, investigation, and mitigation of potential customs and trade compliance risks.
- Experience with utilizing global classification software solution to automate and manage/audit global HTS classification.
- Experience with utilizing entry verification integrated system solution to automate and manage import entry data verification/audit, identifying errors and address findings for correction as they are identified.
- Ability to perform manual audits of entry data utilizing broker data, government reporting i.e. ACE data, other customs agency data and address errors as identified and implement corrective actions to improve compliance and broker performance.
- Trade Compliance KPI development and maintenance to measure and monitor service provider performance, broker scorecards, compliance trends and risk assessment – trade data analysis.
- Resolve issues and contribute to company performance by responding to changing product developments, manufacturing network changes and distribution needs.
- Lead/facilitate projects as needed.

**Authority (if applicable):**

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### Skills & Experience:

- Demonstrated knowledge of HTS classification of medical device products.
  - Knowledge and experience working in customs programs globally e.g. Import for Export (FDA), Temporary Imports, Free Trade Agreements, Preferential Origin.
  - Experience working with multi-national team with demonstrated ability to effectively communicate to a diverse audience, at multiple levels using a variety of formats, presentations, emails, leading meetings, face to face, etc.
  - Possess analytical problem-solving ability. Demonstrated ability to analyze and interpret complex problems, incorporating data and information researched and gathered from a variety of sources.
  - Demonstrated ability to support new ideas and strategies, assisting with execution.
  - Good working knowledge of SAP transactions and reports
  - Experience with Microsoft office applications (Excel, Word, PowerPoint, Access, Outlook)
  - Ability to work on tight deadlines and discern priorities
  - Ability to work independently and collaboratively in groups with some manager directions, oversight, and guidance.
  - Strong listening and influencing skills.
  - Ability to research and self-educate in new or unfamiliar areas of global trade compliance.
  - Ability to interpret, analyze, and effectively present information.
- Experience with Thomson Reuters OneSource Global Trade Solutions Global Classification and Entry Verification or similar trade automation solution systems.

### Qualification/Education:

- Minimum of 5 years of extensive experience in international trade compliance regulations and procedures both import and export.
- Customs Brokers License
- Food and Drug Administration agency experience in health care (medical device)

### Dimensions:

#### Team

***No direct reports.***


#### Principal Contacts & Purpose of Contact

Internal – Supply Chain, Sourcing, Plants, Warehousing, Distribution Centers, Marketing, Legal, Quality, Regulatory and other contacts as needed. Wide scope of global contacts at different levels of seniority within organisation.

External – Customs Brokers, Freight Forwarders, Government Agencies, Industry consultants and specialists, Customers, Suppliers, Contract Manufacturers.

#### Travel Requirements

Position is remote but office presence may be required for certain meetings or events.

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#### Languages

- Speaking: Yes English\*
- Writing/Reading: Yes English\*

\*additional languages as required or nice to have


#### Working Conditions

Position is remote but office presence may be required for certain meetings or events.

#### Special Factors

No special factors.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Additionally, this job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.*

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### Signatures, if applicable (Required for GxP-related positions)

Employee signature (wet ink or DocuSign) below indicates the employee's understanding of this document.

- **If electronically signing in ComplianceWire**, please enter "N/A refer to the ComplianceWire Signature"
- **If electronically signed through DocuSign**, please ensure the electronic signature is visible and all other applicable fields are complete.
- **If using a wet signature**, please ensure all fields are complete.

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Manager Name – printed

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Manager Signature

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Date Signed

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Employee/Worker Name – printed

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Employee/Worker Signature

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Date Signed

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## TEMPLATE HISTORY PAGE

Where previous versions exist, these can be accessed in the archived records.  
The effective date for each version is present within the EDMS.

<b>Version:</b>	1.0	<b>CR:</b>	054681	<b>Originator:</b>	Tracy Geist
<b>Comments:</b> This is an original document					
<b>Version:</b>	2.0	<b>CR:</b>	057455	<b>Originator:</b>	Martina Pulakova
<b>Comments:</b> TEM-JD updated as required based on CAPA TW#2174997.Guidance on signature page added.					
<b>Version:</b>	3.0	<b>CR:</b>	CR-057530	<b>Originator:</b>	Lucia Gonzalez
<b>Comments:</b> TEM-JD updated as required based on CAPA TW#2174497, headers to be fixed on the Word rendition.					
<b>Version:</b>	4.0	<b>CR:</b>	CR-058327	<b>Originator:</b>	Lucia Gonzalez
<b>Comments:</b> TEM-JD updated to fix the headers in page 5 of 5.					