



## Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Import Compliance Analyst/Senior Analyst
Location	East Coast
Salary Range	\$90,000 - \$110,000
Relocation Assistance	No relocation assistance available

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

#### **Overview:**

This role is seeking a Senior Import Analyst to support our East Coast-aligned supply chain and manufacturing operations, with a strong focus on U.S. Customs compliance, HTS classification, First-Sale, tariff strategy, and FTA qualification.

Ideally, this analyst will be based near one of these East Coast locations:

**Pennsylvania:** Saxonburg (HQ), Warrendale, Horsham, Easton, Pittsburgh, Philadelphia

**New Jersey:** Pine Brook, Hillsborough, Budd Lake, Warren

**New York:** Horseheads

**Connecticut:** Bloomfield, East Granby (Nufern), Monroe, Newtown (M Cubed)

**Massachusetts:** Wilmington, Woburn

**Delaware:** Newark

**Florida:** New Port Richey, Port Richey

**Georgia:** Alpharetta

#### **Primary Responsibilities:**

- Perform accurate HTS classifications for components, optics, photonics systems, and finished goods
- Validate country-of-origin, valuation, and duty calculations for imports
- Support First-Sale for Export implementation and documentation
- Analyze tariff impacts and identify duty-savings opportunities
- Manage and validate FTA supplier qualifications
- Audit Customs entries and ensure broker accuracy and PGA compliance
- Conduct restricted-party screenings for import transactions
- Maintain accurate classification, COO, and trade data in internal systems
- Partner with East Coast engineering, manufacturing, sourcing, and logistics teams to gather technical details
- Support continuous improvement of import compliance processes, SOPs, and workflows
- Respond to internal stakeholder inquiries related to U.S. import requirements

- Stay current on CBP regulatory changes, tariff updates, and evolving compliance expectations

**Additional Responsibilities (Senior-Level):**

- Lead complex HTS classification and valuation projects involving photonics, lasers, semiconductor materials, and advanced technologies
- Develop and support tariff-mitigation strategies and landed-cost modeling
- Serve as a subject-matter expert on U.S. Customs requirements
- Support internal and external audits, risk assessments, and corrective actions
- Mentor junior analysts and strengthen East Coast import compliance practices

**Qualifications:**

- 4–7+ years of experience in import compliance, U.S. Customs operations, or trade compliance
- Hands-on experience with HTS classification, valuation, First-Sale, Customs regulations, and FTA programs
- Demonstrated ability to lead classification, valuation, tariff mitigation, and supplier-origin initiatives
- Ability to advise stakeholders and manage cross-functional import compliance projects
- U.S. Customs Broker License strongly preferred
- Experience in photonics, lasers, semiconductors, electronics, or high-tech manufacturing preferred
- Experience with SAP GTS, Oracle GTM, Descartes, or similar trade systems
- Bachelor's degree in international business, supply chain, engineering, law, or related field

**Contact Information to Apply**

**Samanda Kalinowski: [samanda@gatewayrecruiting.com](mailto:samanda@gatewayrecruiting.com)**