



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Toshiba International
Job Title	Trade Compliance Coordinator
Location	Houston, TX 77041
Salary Range	45-50K annually
Relocation Assistance	N/A

Job Description / Responsibilities / Requirements

SKILLS AND EXPERIENCE:

- 3-5 years experience in transportation and logistics emphasis on International trade, ability to analyze international shipping and trade details
- Must be familiar with all import/export documentation such as Commercial Invoices, Shippers Letter of Instructions, bill of ladings, etc , Experience with the Automated Export Systems, Letters of Credit, ocean bills of lading, entry documents 7501 & 3461, Harmonized Tariff Schedule U.S.
- Proficient in Microsoft Office and familiar with BaaN
- Work with minimal supervision
- Attention to details and follow through on tasks assigned

VERY STRONG EMPHASIS ON IMPORT

JOB SUMMARY:

Assistance in the implementation and administration of TIC's Export and Import Compliance programs as they relate to policies, training and document processing. Recordkeeping of certificates origin, export transaction screening form, statements of assurance and federal regulatory agencies documentation (i.e. Customs, BIS, Bureau of Census, etc.).

KEY RESPONSIBILITIES:

- Clerical assistance for the implementation and administration of TIC's Export and Import Compliance Programs.
- Document processing and retention of Certificates of Origin, Free Trade Agreement qualification, Export Transaction Screening Forms, Statement of Assurance, Broker Instruction Letters request, Importer Security Filing and other trade compliance documentation.
- Maintain database for product classification on export shipments.
- Review documentation pertaining to import shipments to insure compliance with the laws and regulations of the US Customs Service on each import entry made..
- Prepare, file and obtain approval of all export license applications with records of shipments made, their order, and monitor the status of all export license applications.
- Maintain and update ISO documentation related to the department.
- Process broker instruction letters for all imports shipment.
- Request and process ATA Carnet Applications.
- Filing of Importer Security Filings
- Filing of Electronic Export Information
- Denied / restricted Party Screening

Contact Information to Apply

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Recruiter

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