



Job Opportunity

Company	Ciena Corporation
Job Title	Manager, North America Import Export Compliance
Location	Glen Burnie MD
Salary Range	
Relocation Assistance	No

Job Description / Responsibilities / Requirements

We are currently hiring a North America Import Export Compliance Manager to join our Global Supply Chain Operations. The Compliance Manager will be responsible for ensuring all Ciena business units, product lines, and US import/export operations are in compliance with US regulatory requirements that govern international trade activities. They will be accountable and responsible for the corporate relationship with U.S. Customs and Border Protection (“CBP”).

Responsibilities include:

- Develops and implements policies/procedures relating to US import/export operations.
- Identifies and resolves trade compliance issues in accordance with Ciena policies and procedures and seeks to reduce costs associated with importing and exporting.
- Understands strategic goals of the company and develops a plan for integrating them with trade compliance requirements.
- Coordinates with various groups within Ciena to ensure the highest efficiencies while maintaining the highest level of compliance.
- Responsible for managing Ciena’s C-TPAT and ISA programs. Tactically executes on US import export policies implemented by Ciena’s Director of Import Export Compliance.
- Proactively manages Ciena’s US brokers. Serves as a point of escalation for freight carriers to solve logistical issues and ensure compliance. Manages, trains, and develops a team of Import Export Analysts to properly execute Ciena’s compliance procedures.
- Directs the planning and execution of in-house import/export awareness training programs designed to create and maintain a keen awareness of international trade issues within Ciena.
- Accountable and responsible for US trade compliance audit oversight and outsource relationship management as it relates to import/export compliance activities (brokers, carriers).
- Assisting Ciena’s Global Trade Compliance and Canadian Logistics teams with ensuring Canadian import/export compliance.

Additional Responsibilities:

- Along with the Global Trade Compliance team, will represent Ciena as a corporate contact for all US import/export matters, resolving any internal discrepancies and presenting one, unified corporate presence to U.S. Customs and Border Protection (“CBP”).
- Executes on policies and procedures for Ciena activities that effect US import/export compliance and security. Accountable for implementation of all such policies and procedures within the Global Logistics Department and is responsible for facilitating implementation of those policies in other functional areas of Ciena.
- Serves as the liaison to Global Corporate Compliance to ensure that shipping and customs documentation (import & export) specify the appropriate descriptions, tariff classification codes, country of origin, ECCN, and valuation for the appropriate products. This manager will also assist with the ECCN and HTS classification of products and assist in the development of automated solutions relating to Customs transactions, clearing shipments for export controls, order processing for export controls screening and licensing. Ensures all related documents and supporting records are maintained as mandated by US government regulations to ensure that all imports and exports occur legally without interruption. Directs the examination of commercial invoices, shipping/entry documents, certifications and all other supporting import/export records to ensure accordance with regulations (Post-Entry Review).
- Interfaces with foreign suppliers, procurement, international product supply, international trade R&D, product safety, overseas affiliates, foreign distributors and logistics/brokerage suppliers to provide information on product classification, valuation, country of origin, licensing and marking requirements. Determines and documents eligibility to participate in tariff preference programs, such as NAFTA, if applicable.
- Directs training sessions within the company as well as for suppliers/vendors (both domestic and international) to educate various functional areas on their role in compliance.
- Manages broker and freight forwarder performance against Ciena policies and procedures as they relate to trade compliance activities. Assists in the strategic consolidation and selection of logistics/brokerage suppliers.
- Manages a team to provide US shipment track and trace and shipment problem resolution to both internal and external customers.
- Logistics projects as assigned. (Supply Chain Strategy/Execution, Logistics Vendor Selection, Process Improvement)

Required Skills:

- Must have demonstrated excellent analytical and organizational skills.
- Must have demonstrated excellent oral and written communication skills and public speaking experience.
- Must have demonstrated excellent leadership and management skills, with emphasis on creating productive and cohesive team environment and motivating employees at all levels to encourage optimal performance.
- Must have demonstrated the ability to work independently with initiative, while directing the work of others. Relies on experience and judgment to plan and accomplish goals.
- Must have demonstrated negotiation skills
- Must have strong customs industry contacts
- Must have demonstrated good basic math skills and the ability to utilize personal and mainframe computer systems in the production and maintenance of compliance documents and reports.
- Must be proficient with Microsoft Office applications.

Job Location Code:

US-MD-Glen Burnie-C12 (636)

Job Location:

Glen Burnie, Maryland, United States

Job Type:

Full-Time/Regular

Posting Date:

5/15/2013

Required Experience:

- Ten (10) years import/export operational experience.
- Five to Ten (5 – 10) years of hands-on administration of import/export compliance projects and development.
- A minimum of (8 – 10) years of management experience with teams of various sizes.
- Licensed Customs Broker with a solid understanding of administering the movement of freight for an international organization.
- Knowledge of Oracle ERP environment is beneficial.

Education:

- Bachelor's Degree required/Advanced Degree preferred
- Licensed Customs Broker

Contact Information to Apply

Please apply via our website

www.ciena.com/careers

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