



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Academy
Job Title	Customs Coordinator
Location	Katy, Texas
Salary Range	
Relocation Assistance	

Job Description / Responsibilities / Requirements

POSITION: Customs Coordinator
REPORTS TO: Customs Compliance Manager

WORK EXPERIENCE: At least one year experience with the classification of import items. Experience in a retail distribution environment preferred.

EDUCATION: Associate's degree in relevant field of study or equivalent years of related work experience.

SKILLS & ABILITIES

- Knowledge of General Rules of Interpretation and Harmonized Tariff Schedule and their application
- Knowledge of 19CFR, Free Trade Agreements and their application
- Proficient in the use of Microsoft Office (Word, Excel and Power Point)
- Communication - effective listening, speaking and writing
- Strong analytical skills
- Ability to work independently with minimal direction
- Acceptable level of hearing and vision to perform job duties
- Knowledge of AS400 Warehouse Management Systems preferred
- Certified Customs Specialist a plus

ATTENDANCE: Regular attendance required.

SOME DUTIES:

- Reviews and researches new products to assign correct classification and duty rates,
- Determines documentation requirements and provides to Global Sourcing in advance of entry.
- Maintains the Classification database.
- Reviews, audits and approves entry prior to submission via the broker's ABI system.
- Assists with post entry audits.
- Assists with establishing, maintaining and monitoring Compliance procedures.
- Supports Global Sourcing, DC personnel and vendors to resolve customs and logistical issues.
- Creates reports and conducts analysis as needed.
- Carries out import compliance in the following CBP programs: Customs-Trade Partnership Against Terrorism (C-TPAT), Importer Self-Assessment (ISA), and Intellectual Property Right (IPR).
- Completes specific goals, initiatives and long-range strategic objectives as assigned by the Customs Compliance Operations Manager.
- Required to learn company policies, procedures and safety rules

Duties may change and associates may be required to perform other duties as assigned.

Contact Information to Apply

<http://www.academy.com/careers>