



POSITION DESCRIPTION

Title:	Customs Compliance Specialist	Business Unit:	BNA
Location:	St. Louis, MO	Reports To:	Customs Compliance Supervisor
Job Status:	Salaried	Salary Grade:	

POSITION SUMMARY:

Responsible for timely and accurate oversight of customs compliance processes including but not limited to export reporting, recordkeeping, auditing, support of product databases, free trade agreements, certificates of origin, certificates of free sale, and serve as front line contact for internal customers.

CORE FUNCTIONS:

- Submit EEI filings via AES Direct in compliance with 15 CFR Part 30
- Proactively research and stay updated on free trade agreement (“FTA”) laws and regulations, particularly NAFTA, CAFTA, Korea, Panama, Colombia, Peru, Chile and Israel.
- Serve as the first responder to FTA, certificate of free sale, and other inquiries from internal and external business partners
- Maintain a system to validate FTA eligibility for products across BNA product lines, issue certificates or statements, communicate with outside parties, ensure tracking files are updated
- Amend export documents and other filings in compliance with regulatory requirements upon notice of changes to international transactions (i.e. overfills, underfills, contract price amendments, etc.). Clearly maintain original and amended documents in recordkeeping files
- Maintain import and export files in good order as per BNA Record Retention policy and in accordance of 15 CFR 762.6 and 30 CFR 501.601
- Secure notarization, chamber of commerce, or other certification of documents
- Develop and maintain effective systems and controls to monitor the compliant release and accounting of U.S. imports and exports
- Audit import and export documents
- Collect and manage data for assembly into KPI’s and scorecards

- Day-to-day management of databases and information related to the company's import and export programs, e.g. HTS classification, schedule B, free trade agreement status, certificates of various types, EEI export declarations, etc.
- Assist and support in the compilation of governmental requests for information, e.g. CF28/CF29/CF4647/Census Warnings/etc.
- Interact effectively with third party sources to gather and interpret product descriptions, country of origin and manufacturing costs to support timely import and export of products
- Work collaboratively with extensive list of internal and external contacts on a daily basis to communicate information and disseminate customs compliance departmental policy
- Support customs brokers, customers, and other business partners by supplying specific regulatory documents, including, but not limited to, FDA, FCC, manufacturing affidavits, etc.
- Support supply chain security activities including C-TPAT
- Other duties as assigned

REQUIRED COMPETENCIES:

- Leadership: Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
- Teamwork: Demonstrate ability to work with people in a manner that builds high morale and group commitment to shared goals and objectives.
- Openness and Communication: Demonstrate ability to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Organizational Capability: Demonstrate ability to organize and/or schedule people or tasks and to develop realistic action plans while being sensitive to time constraints and resource availability.
- Operational/Personal Effectiveness: Effectively manage time and priorities and work efficiently.
- Coping: Demonstrate ability to maintain a mature problem-solving attitude while dealing with interpersonal conflict and time demands.
- Decision Making and Problem Solving: Demonstrate ability to take action in solving problems while exhibiting judgment and a realistic understanding of issues and constraints; able to use reason, even when dealing with emotional topics.

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's degree in related field
- Fluency in Spanish is a plus, but not required
- Demonstrated proficiency in electronic business systems including Excel
- Excellent written and verbal communication skills
- At least five years of experience in a related field