



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Sumitomo Machinery Corp.
Job Title	Import Supervisor
Location	Suffolk, VA
Salary Range	Min. Salary \$53,348 Mid Salary \$66,686 Max Salary \$80,023
Relocation Assistance	

Job Description / Responsibilities / Requirements

Essential Functions (other duties may be assigned):

- Establish new and maintain existing procedures necessary to remain in compliance with US Customs legal requirements; including HTS classifications
- Interface with US Customs, brokers and forwarders on compliance issues and continuous process improvement
- Manage and develop import SOPs and corporate import compliance policies
- Conduct/assist with internal regulatory audits and training; assist in the maintenance of record keeping procedures
- Manage the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process
- Manage the necessary documentation and online forms for the efficient, cost-effective and lawful execution of all import activities
- Research and report on future changes in import laws and in relevant local territory practices, and ensure such knowledge is factored into the planning of the department's procedures
- Plan and implement import strategy and activities consistent with overall requirements of the organization
- Manage all staff reporting to the position so as to effectively train, evaluate, motivate, delegate and monitor their activities
- Work with other departments in order to establish and maintain effective and relevant import activities and support in relation to the organization's sales, purchasing, materials management, production and overall operating functions
- Monitor record, analyze and report on activities, trends, results and recommendations relating to import activities
- Investigate, plan and implement strategically effective and relevant transport methods which meet the needs of the organization and its suppliers and customers
- Work on other assignments and special projects relating to logistical issues as assigned by manager

Minimum Qualifications:

- Bachelor's Degree in Business, Supply Chain Management, or related discipline
- 5+ years of US Customs and regulatory compliance experience
- Familiar with FTZ operations and knowledgeable of CBP Forms 214, 216, 7501, 3461, 7512, 6043
- Must be able to communicate well in both oral and written form
- Must be multi-task oriented and flexible to assist in a variety of tasks
- Knowledge of import/export documentation, procedures and regulations

Preferred:

- C-TPAT, AES/ISF, binding rulings background/experience
- Prior QuestaWeb, FTZ administration software, experience

Contact Information to Apply

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<https://www.sumitomodrive.com/index.php>