



**SEH America, Inc.**  
*Vancouver, WA*

## **CUSTOMS COORDINATOR**

SEH America Inc. is a subsidiary of one of the largest producers of semiconductor silicon in the world, Shin-Etsu Handotai, Ltd. (SEH). In our Vancouver, Washington facility we manufacture single crystal silicon ingots, polished and epitaxial wafers and perform a variety of engineering and customer orientated services.

We are currently looking for a **Customs Coordinator** to be a key member of our highly talented team.

### **Job Scope and Responsibilities:**

- Reviews and authorizes import and export transactions while ensuring compliance with regulatory and company requirements
- Provides broker with entry instructions and monitor broker's performance
- Review and maintain all US Customs documentation, specifically HTS variances, origin, valuation in accordance with regulatory requirements.
- Ensure that vendors provide all necessary documentation to make customs entry and confirm that information is accurate.
- Research customs related issues and works with appropriate individuals to resolve those issues.

### **Qualifications:**

- 1-3 years of experience working with US Customs documentation, HTS variances, origin and valuation. Knowledge of commercial invoices, logistics, Bills of Lading and US Tariff numbers.
- Preferred knowledge/understanding of:
  - The import process and CBP compliance requirements
  - The HTSUS/GRI's and the ability to classify within the HTS
  - Customs valuation
- Excellent organization and prioritization skills to manage documents, e-mails and projects efficiently.
- Ability to read and understand technical and non-technical documents.
- Strong written and verbal communication skills are necessary in order to work with multiple departments throughout the organization.
- A person whom is driven in continuing their knowledge and skills in Customs rules and regulations.

SEH-A offers a generous benefit and paid time away from work package.

Interested? Please complete an application on our website.

[www.sehamerica.com](http://www.sehamerica.com)

SEH America is an equal opportunity employer