



## Job Opportunity

Company	Choice Logistics, Inc.
Job Title	Global Trade Compliance Specialist
Location	New York, NY
Salary Range	Negotiable
Relocation Assistance	No

### Job Description / Responsibilities / Requirements

#### **Global Trade Compliance Specialist**

Choice Logistics provides customized logistics solutions that enable global technology manufacturers, value-added resellers, and third-party service organizations to meet the high-availability requirements of their customers. Its global network of strategic stocking locations, linked by dependable transportation solutions, a unified technology platform, and a performance-driven culture, turns time-critical systems support into premium service offerings that generate profitable revenues, build solid reputations, and strengthen customer relationships.

Choice Logistics is currently seeking a talented and experienced professional to join our Global Trade Solutions (GTS) team in the role of **Global Trade Compliance Specialist**.

As the **Global Trade Compliance Specialist**, you will be reporting directly to the Associate Director, Global Trade Solutions. The GTC Specialist supports global regulatory inquiries and the import/export trade processes of the company, which include but are not limited to import/export classification, licensing, restricted party screening and developing operational procedures, export controls and audits for global vendors. The position is responsible for interpreting import/export laws and regulations at an intermediate level. Managing the overall integrity of the GTM System information will also be a key factor in this role.

#### **Overview of Responsibilities:**

- Conduct ongoing research of regulatory trade updates as they affect import /export requirements by country;

- Evaluate and publish regulatory trade changes directly to internal and external clients through the internal portal and use of Sales Force;
- Provide support for export control classifications, re-export, jurisdiction and dual use licensing;
- Assign Harmonized Tariff classifications and develop tools for maintaining consistent classification applications when mapping multi-country classifications;
- Screen parties to transactions and resolve any potential matches flagged by restricted party screening software;
- Verify integrity of client product/technical information and support GTS operations to successfully onboard clients and receive necessary Customs and local authorizations in a timely manner;
- Maintain the Global Trade System to reflect accurate part and trade information and lead development for future models
- Working with Assoc. Director, develop a regular audit schedule encompassing broker KPI's to ensure operational performance and compliance to the SLA is achieved;
- Primary owners of GTS Portal development and information
- Assist the GTS group in other tasks and projects as assigned

**Knowledge, Skills and Abilities:**

- Able to determine, develop and implement trade requirements for other countries.
- Experience working with both import and export transactions developing a framework for compliance in complex global transactions.
- Demonstrated successful project management experience indicating strong organizational skills as well as data management/analysis experience.
- Solid computer skills: MS Office Suite and experience with a GTM system a plus.
- Strong skills in research, writing and communication are absolutely critical.
- Self-driven initiative to gain and share a broader knowledge of trade regulations.

**Required Experience:**

- Bachelor's degree or equivalent degree in a field of study
- Minimum five years related import/export compliance, export controls knowledge highly beneficial
- In-depth knowledge of Customs regulations, valuation and HTS classification
- Hands on experience with interaction with freight forwarders/customs brokers.
- Familiarity with Export Administration Regulations (EAR)
- Experienced with Automated Export System (AES)
- Familiarity with electronic licensing processes a plus
- Foreign language skills helpful
- Licensed Customs Broker a plus

**Contact Information to Apply**