

## **Job Summary**

The Senior Specialist performs analytical, writing, and research projects in support of the International Trade Group. The incumbent will work with the International Trade Services Manager, partners, counsel and other firm employees, and will interact regularly with clients, vendors and government agency employees. The Senior Specialist's substantive focus will involve global import and export compliance, including tariff classification, valuation, country of origin & marking, and export controls.

## **Job Responsibilities**

- Collect, enter and present data using spreadsheets, statistical packages and presentation software.
- Analyze and assign Global Harmonized Tariff Schedule Numbers, Export Commodity Classification Numbers (ECCN) and U.S. Munitions List categories.
- Assist in drafting customs ruling requests.
- Supervise and support Import/Export/Duty Management projects as well as other trade-compliance work.
- Assist in preparation, coordination, filing and tracking of trade & customs administrative filings.
- Conduct research on import and export regulations and trade policy.
- Synthesize research and applies knowledge of the regulations to write alerts, memoranda and reports circulated to clients or internally.
- Work with team to ensure all projects and daily workload are being completed and escalated to the supervisor as needed.
- Supervise and manage Research Assistants, International Trade Analysts and Junior International Trade Specialists.

## **Knowledge, Skills and Abilities**

- Demonstrated knowledge of the Harmonized Tariff Schedule, including proper application of the General Rules of Interpretation (GRIs), and section & chapter notes.
- Demonstrated knowledge of CBP rulings, including CBP rulings database.
- Demonstrated knowledge of free trade agreements (NAFTA, CAFTA, GSP, etc.) and export control regulations.
- Intermediate knowledge of MS suite to produce quality written communications such as memos, spreadsheets, slides, standard work documents.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing.

- Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.
- Ability to work both independently and as part of a team.
- Ability to adapt to changing priorities and maintain a productive and committed work effort, meeting deadlines and managing workload.
- Demonstrated ability to work effectively with others in a cooperative, enthusiastic and friendly manner to accomplish position functions and participate in team efforts.

### **Education**

The position requires a Bachelor's Degree in International Affairs, International Business, Economics, or related field.

### **Experience**

- The position requires a minimum of seven (7) years of experience in the field of customs (including customs brokerage), trade, ITAR and/or BIS compliance.
- Licensed Customs Broker preferred.
- Experience with D-Trade, SNAP-R, AES and/or ACE.
- Experience in filings with Department of Commerce, International Trade Commission, CBP, U.S. Court of International Trade, and U.S. Court of Appeals for the Federal Circuit.
- Statistical or accounting background preferred.