

Trade Compliance Analyst

iRobot has a global presence, operates across three markets: Home Robots, Defense and Security, and Remote Presence, and has become one of the world's preeminent specialist designers and builders of robots. iRobot invests in the development and growth of its people, in a culture of empowerment, innovation and fun. Come work with some of the most talented and influential people in the robotics field utilizing cutting edge technologies, in an exciting, fast-growing industry.

This position will support Global Logistics. It requires a strong understanding of import, Commerce export regulations and Department of State export regulations, transportation and related processes. Areas of support and analysis include export license writing/submission, Export filing with the automated export system, classification of imported or exported goods, documentation and control of imports and exports across all business units and the control of transportation and deliveries. Guidance to other iRobot employees regarding Imports, Export as well as other related ad hoc analyses are also required.

Job Responsibilities:

- Submit Department of State licenses (DSP 73, 83 and 5) and commerce licenses (BIS-748)
- Apply and monitor Carnets
- Ensure that Destination Control Statements are accurate and updated
- Submit AES filings for controlled goods and/or exports exceeding \$2500
- Dangerous Goods transportation declaration and guidance
- Restricted party screening
- Audit files for US and Canadian Customs compliance. Review and analyze documents for discrepancies and follow up with Forwarders, Brokers etc to assure documentation is complete and accurate. If issue is determined, escalate to the Broker and ensure the correct action is executed.
- Analyze, identify and justify appropriate HTS classification numbers for goods imported into US and Canada. Provide classification numbers to US and Canadian Customs Brokers in order to drive consistency for the classification of goods. Maintain Import Compliance Manual.
- Analyze, identify and justify Schedule B numbers for exported goods and provide guidance to those exporting goods. Maintain Export Compliance Manual.
- Prepare and publish ad hoc analyses required for proper reporting of US Customs activity.
- Support transportation activities for all business units

Qualifications:

- 3 years' experience in trade compliance and transportation
- U.S. Person
- BS in Business, Logistics, Supply Chain or other relevant degree
- Strong working knowledge of Bureau of Industry and Security regulations and ITAR regulations. Must understand export license requirements and the process to apply for an export license.
- Strong working knowledge of U.S. Customs Compliance regulations for imports including a solid understanding of the documentation requirements for import and the proper methods for determining HTSUS Classifications.
- Excellent communication skills to facilitate meetings and writing skills to record agreements and publish next steps
- Proficient with the business programs of MS Office. Significant (advanced) experience with Excel.

iRobot is an "Equal Opportunity Employer, Minority / Female / Veteran / Disabled