



## **Open Position: Customs Compliance Coordinator**

**Location: Issaquah, WA**

### **Description of position**

- This position will have responsibilities in a cross-section of department areas including supply chain security, export compliance, and import compliance. The Customs Compliance Coordinator will be a key individual in supporting compliance projects and initiatives. The position will work closely with multiple departments and divisions, as well as external service providers to support Costco's compliance programs.

### **Tasks and responsibilities**

- Coordinate the supply chain security program; reviewing, logging, and indexing Supply Chain Security Agreements, review factory audit reports, and review corrective action plans
- Review and update Costco's C-TPAT policies and procedures annually, update and monitor the C-TPAT portal
- Perform post entry security based audits, analyze data, research and prepare reports (C-TPAT and NEEC)
- Generate compliance metrics for reporting within the department and to upper management
- Monitor and resolve ISF filing discrepancies with merchandising departments and Costco's designated freight forwarder to insure proper and timely declarations to US Customs.
- Work with suppliers to communicate security compliance requirements to drive improvements, and monitor effectiveness through reporting
- Perform HTS item maintenance in AS400 using HTS and IID options
- Participate in IS automation projects, map out business requirements, and provide insight and feedback to developers
- Assist in administering Costco's Drawback program with outside service provider
- Develop and present trainings to internal departments on compliance policies and procedures
- General department administration including maintaining data, documents, record keeping, files and logs
- Perform other compliance related duties or projects as requested, including, but not limited to: Import Compliance, Export Compliance, Canada Customs, NAFTA, Mexico Customs

### **Required skills, abilities, and certifications**

- Excellent PC skills in Microsoft Word, Excel, Google Docs, Visio, AS400, Filenet and Stellant
- Detail oriented, with excellent analytical and organizational skills

- Demonstrated problem-solving ability, communication skills and initiative
- Self-motivated, inquisitive, organized, and able to work in a team environment without close supervision

**Recommended skills, abilities, and certifications**

- Import/Export compliance or international supply chain experience helpful
- Ability to work simultaneously on multiple projects and time-sensitive tasks
- Ability to be efficient and meet deadlines while maintaining thoroughness and accuracy
- Ability to work collaboratively with employees at all levels
- Ability to learn and understand regulatory requirements and apply to daily work

**Contact Information to Apply**

Please send a current resume and cover letter to Hannah Waler, Customs Compliance Supervisor, at [hwaler@costco.com](mailto:hwaler@costco.com). If hired, you will be required to provide proof of authorization to work in the United States.