

BUMBLE BEE[®]

SEAFOODS



POSITION DESCRIPTION

TITLE: Imports Freight Specialist

DATE: February 2016

DEPARTMENT: Logistics

A. PURPOSE

The Imports Specialist's primary function is to monitor and support all import related activities. This position will address both International Freight objectives as well as Trade Compliance. Ensure international shipments are processed and shipped per company requirements. Supports Customs Compliance processes and programs. Provides updates to Supply Chain partners on regulatory status. Liaison with Global Planning, Procurement, QA, Plants, Co-Packers and Carriers. Resolves operational issues.

B. ESSENTIAL DUTIES

The duties of this position are those described below. This job description does not state or imply that the duties listed are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

- Manages the in-transit movement and delivery of international shipments
- Monitors user activity and related transactions within the Global Transportation Management System (GTMS) through exception management
- Serves as user support and trainer for GTMS supported activities
- Supports Customs Trade Compliance activities, including C-TPAT, HTS Classification, Recordkeeping and Post Entry Audits
- Supports the management of the Imports Manual Compliance and Imports / GTMS SOPs, including creation and distribution.
- Manages and reports regulatory FDA status to internal and external parties
- Interacts with multiple functions that affect Import Compliance and Transportation.
- Follow-up with appropriate parties to ensure needed actions occur in a timely and accurate manner (i.e., Customs Brokers, Drayage Companies, Freight Forwarders, Ocean Carriers).
- Collaborate with various departments and business partners to resolve daily operational issues.
- Supports Vendor Compliance Initiatives, as directed.
- Supports the processing of vendor invoices, and ensure timely resolution of discrepancies.
- Assists the domestic transportation team with daily load planning within Domestic TMS.
- Research and approve or deny all customer logistics deductions, providing supporting documentation for dispute. Maintain database of customer deduction activity and resolution.
- Produce Monthly Logistics reports as assigned.
- Misc. logistics and analytical projects, as assigned.

C. EDUCATION/EXPERIENCE/SKILLS REQUIRED

- College degree; BA/BS in logistics, business management, supply chain or equivalent business discipline a plus along with 2-3 years experience in International freight or Customs Trade Compliance.
- Proficient analytical ability and experience using such spreadsheet applications as Excel.
- Needs strong oral and written communication skills and the ability to interface with other functional areas including management and outside vendors.
- Problem solving skills are required.
- Excellent presentation skills.
- Must be able to set priorities and demonstrate a high organizational level in an environment of ever-changing needs. Must be innovative, aggressive and capable of anticipating needs.

About the Company

[Bumble Bee Foods](#) is the number one producer and marketer of canned albacore tuna, canned salmon, and specialty canned seafood products in the U.S. under the Bumble Bee brand. We are a passionate group of individuals with an entrepreneurial spirit that drives us to continually innovate in order to satisfy our consumers' need for affordable, convenient, healthful products that make their lives more enjoyable.

[Bumble Bee Foods](#) is a global company with eight locations around the world, including Headquarters in San Diego, California. Among the corporate values are a commitment to provide a motivational environment that exceeds expectations; strive to achieve high standards of personal and corporate performance; and a commitment to winning in today's competitive market place.

How to Apply

Interested candidates should send resumes to Careers@BumbleBee.com.

Bumble Bee Foods, LLC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender, identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.