

Posting Opened: XX/XX/XX
Posting Closed: XX/XX/XX

Arctic Cat Inc.
Job Description

Job Title: Sr. Trade Compliance Specialist
Department: Trade Compliance
Reports To: Trade Compliance Manager

Essential duties and responsibilities:

1. Interprets government regulations including the Export Administration Regulation (EAR), International Traffic in Arms Regulation (ITAR), U.S. Code of Federal Regulations (CFR) 19, Canada Border Services Agency Act and Customs ACT, and other government regulations.
2. Provides regulatory guidance to integrate the regulations into business processes to maximize outcomes.
3. Develop and implement import/export controls
4. Manage country of origin rules and qualify product for Free Trade Agreements (FTA) including North American Free Trade Agreement (NAFTA), U.S. Australia FTA, U.S. Israel FTA and other FTAs as required.
5. Classify product under the Harmonized Tariff System for U.S. (HTSUS) and Canada (HTSCA) as well as for Export Control Classification Number (ECCN)
6. Prepare and submit official Commodity Classification (export) and binding ruling (import) requests as required.
7. Provide oversight and monitor export control screening.
8. Performs internal compliance audits and responsible for implementation of corrective actions.
9. Review and Monitor Customs brokers & policies.
10. Develop and maintain Trade Compliance Manuals.
11. Assist in Reconciliation, Drawback and other programs as required.
12. Provide Trade Compliance training across the organization.
13. Ensures export and import recordkeeping and reporting requirements are fully met.
14. Focus on continuous improvement of internal processes.
15. Performs other related duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Working knowledge of import/export regulations, including U.S. Department of Commerce Bureau of Industry & Security Export Administration Regulation (EAR), U.S. Census Bureau, U.S Department of State, U.S Customs and Border Protection, Canada Boarder Services Agency (CBSA) and others
2. Working knowledge of country of origin rules and ability to qualify product for Free Trade Agreements (FTA) including North American Free Trade Agreement (NAFTA), U.S. Australia FTA, U.S. Israel FTA and other FTAs as required.
3. Working knowledge and demonstrated ability to classify product under the Harmonized Tariff System for U.S. (HTSUS) and Canada (HTSCA) as well as for Export Control Classification Number (ECCN)
4. Excellent research and analytical skills
5. Must be a team-oriented, possess a positive attitude and demonstrate a high level of interpersonal and communication skills to work across functional and organizational lines.
6. Must be highly motivated, detail-oriented and possess the ability to work proactively and effectively with minimal supervision in a multi-tasking environment
7. Proficient with Word, Excel, Access, ERP systems, Adobe

Education and/or Experience:

1. Associates or BA/BS Degree preferred
2. Strong US import/export experience (5 yrs)
3. Ability to work independently

If you are interested in this position please complete an internal application and return to Randy Twistol in the Human Resources Department