



## JOB DESCRIPTION

**Job Title:** Customs Analyst

**Department:** Transportation - Logistics

*Tractor Supply Company (TSCO) is a \$6 billion growth organization and the largest operator of retail farm and ranch stores in the United States. We are positioned to grow to 2,500 domestic Tractor Store locations from our current 1,500 stores in 49 states, and we boast a cutting edge e-commerce website at TractorSupply.com. During this exciting time, we are seeking talented people who want to join our superb team members in embracing our mission and values as we soar forward.*

*Our commitment to our people: We value honesty, integrity, mutual respect and teamwork above all else. We are an open company where everyone has the information and tools to grow and excel. We encourage risk taking, celebrate initiative and reward success.*

### **Job Purpose**

The Customs Analyst is an essential role within the TSC Transportation team acting as the primary liaison between Tractor Supply Company, the import vendors, and the Brokerage firms. The goal of the Customs Analyst is to ensure all information and communication is in place to clear containers through customs in a timely manner. You will be responsible for establishing and maintaining the correct Harmonized Tariff codes on imported items, obtaining needed OGA documents and ensuring Customs entries are in compliance with all applicable governmental regulations. Additionally, you will partner with import vendors and the Finance Department to ensure the Letter of Credits and Open Account information is accurate and timely, reconciling and accepting any noted discrepancies identified by the banks.

### **Primary Duties and Responsibilities**

- Classifies imported vendor items to correct Harmonized Tariff Code – 3,000 + items
- Answers inquiries from Brokerage firm, including but not limited to inquiries about samples, material cost breakdown, intended use and audience, and novelty status
- Identify/Resolve import-related issues/concerns pertaining to government agencies (i.e. US Customs, EPA, FDA, CPCS, ITC, FCC, etc.). Ensures compliant documents are being submitted by vendors to the brokerage firm
- Identify/Monitor Anti-Dumping cases relative to business
- Continually, develop, and implement a Customs compliance program to insure import operations are conducted in accordance within Customs regulatory guidelines
- Communicates with vendors about duty rates and required documents on imported items which are needed to satisfy TSC, CBP and OGA requirements
- Reviews payment requests for wire transfers and other brokerage firm invoices, ensuring accuracy and appropriate approval as well as the proper recordkeeping
- Resolves vendor pricing discrepancy issues for customs entry purposes

- Controls the daily Letter of Credit and Open Account processes by reviewing and approving discrepancies, answering questions and resolving problems identified by the vendors
- Perform daily Customs entry audits. Ensure corrections are made as needed through Customs Broker, PEA and /or Quarterly PEA process. Files quarterly reports to US Customs for overages/shortages and damages
- Experience in First Sale for Export, CTPAT and FTZ preferred
- Ensures accuracy of Factory information used in the CTPAT certification process
- May perform other duties as assigned.

### **Education and Experience**

- Bachelor's degree from an accredited college or university
- Experience in classifying imported items, addressing Anti-Dumping Duty, and requesting binding rulings
- A Brokerage License required and Customs audit experience preferred
- NOTE: any suitable combination of education and experience will be considered.

### **Knowledge/Skills/Abilities/Training/Systems**

- Strong and demonstrated analytical, communication, organizational, and problem solving skills
- Ability to work independently and handle conflict in a fast paced environment
- Use functional and technical skills to manipulate data to drive and expedite project analyses and completion. Ability and proficiency in Microsoft Office (advanced skills in Excel)
- Ability to work in a cross-functional team environment, while also building strong partner and interdepartmental relationships through listening and informing
- Display a detail oriented approach to daily activities and a self-starter attitude
- Ability to work with a sense of urgency, and to prioritize tasks through effective time management
- Dedication to meeting the expectations and requirements of internal and external customers

### **Working Conditions**

Individuals in this position will encounter ambient room temperatures, lighting, and traditional office equipment as found in any typical office environment. Individuals may need to sit at a desk or table for long periods of time; to speak clearly and carefully listen to customers; to reach over shoulder heights; crouch or stoop below the waist; repetitive wrist, hand, or finger movement; occasional lifting up to 25 pounds; and lifting as required to file documents or store materials during the workday.

***\*Tractor Supply Team Members may be able to substitute their work experience for some education and experience preferences.***

**To apply for this position, click the link below to go to the Internal Career Center.**

**Please do not go to an external online site to apply.**

<https://www3.apply2jobs.com/tractorsupply/ProfInt/index.cfm?fuseaction=main.icc>