



# Trade and Customs Operations Analyst

Bolingbrook, IL 60440

Job Number 3443BR

## Position Overview:

Molex is seeking a regional subject matter expert on administration of Molex Foreign Trade Zones, Duty Drawback, and Free Trade Agreement Programs. The right individual will have experience updating Policy/Procedure Manuals, building audit plans, and have prior experience creating and presenting training material. The position will be located in Bolingbrook, IL.

## Essential Functions:

1. Leads project teams to support application development and customization of system used for NAFTA and Foreign Trade Zone Operations.
  - a. Assists in defining application requirements and specifications.
  - b. Contributes to the development and execution of test plans.
  - c. Identify areas of improvement in current process.
  
2. Collaborates with divisions on new and existing product lines to identify products with high duty expense that can be reduced through:
  - a. alternative sourcing
  - b. lower duty rates supported with rulings and other written communication from US Customs
  - c. Free Trade Agreements
  - d. Duty Drawback
  - e. Foreign Trade Zones
  
3. Serves as a consultant to:
  - a. Trade Compliance staff
  - b. AME region manufacturing plants
  - c. Customs Brokers
  
4. Assist with Import/Export Operations

## **Position Qualifications**

### **Required Qualifications:**

- 3 + years of experience working with U.S. Imports covering AT LEAST ONE of the following areas:
  - issuing/reviewing Free Trade Agreement certificates for NAFTA and the UKFTA;
  - leading the process for claiming duty drawback with U.S. Customs;
  - designing internal controls for a Foreign Trade Zone Operation
- HTS and ECCN classification experience.
- Ability to travel up to 20%

### **Preferred Qualifications:**

- 5+ years of experience working with U.S. Imports in more than one of the following areas:
  - Free Trade Agreements,
  - Duty Drawback
  - Foreign Trade Zones.
- 6 months or more of experience with U.S. Exports
- Basic knowledge of SAP & SAP GTS
- US Customs brokerage experience
- Experience with C-TPAT Risk assessments

### **Skills and Abilities:**

- The ability communicate professionally and effectively - both written and verbally
- Strong organizational skills.
- Ability to apply critical thinking skills and solve problems.
- Demonstrated ability to be detailed oriented
- Sense of urgency and ability to multi-task while remaining calm under the pressure.

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