

Global Trade Analyst

For more than 50 years, Choice has helped the world's leading companies better manage their global supply-chains. We offer enterprise-grade warehouse, inventory, and transportation management solutions through our global footprint of 400 stocking locations, regional distribution centers, and transportation hubs in more than 80 countries. Beyond 3PL solutions, Choice offers parts planning, field engineering, HW/SW configuration, depot repair, and asset recovery support. Companies turn to Choice to compress time-to-market, provide differentiation in the market place, and remove costs.

Choice Logistics is currently seeking a talented and experienced professional to join our Global Trade Solutions (GTS) team in the role of **Global Trade Analyst**.

The **Global Trade Analyst** will work with clients and IORs to coordinate and expedite shipments of overseas imports and exports in APAC, EMEA, and LATAM.

Overview of Responsibilities:

- Monitor import clearance and/or export delays and work with the IOR, Freight Forwarder/Courier and Client to resolve and clear Customs in a timely manner.
- Respond to inquiries regarding classification, duty rates, documentation and licensing requirements to ensure timely import clearance.
- As necessary, create and issue trade documents, including commercial invoices, certificate of origin, to support client shipments.
- Communicate shipping instructions with clients to ensure compliance.
- Provide trade compliance support regarding country of origin, marking, product valuation, and Incoterm usage.
- Provide guidance on Commercial Invoices, AWB's and other required Customs documentation.
- Review weekly IOR status report and ensure that all live order escalations are responded to in a timely manner.
- Work with Distribution Centers and GTS team to ensure import/export certificates and supporting documentation and licensing is in place prior to shipping.
- Maintain shipment status trackers of pending license approvals and/or other clearance delays.
- Coordinate EEI training, filing, and account maintenance with DC's.
- Assist in maintaining system of global trade product content and documentation.
- Oversee Choice system maintenances as related to global trade controls.
- Assist in projects (ie Country Maintenance overview, mass classification changes/updates, identifying Encryption information omitted from documents, etc.) and other tasks as assigned.
- Perform any additional projects or tasks as assigned.

Knowledge, Skills and Abilities:

- General Import/Export transaction / operational experience.
- Strong communication skills and cross cultural sensitivity to effectively guide clients through customs and compliance requirements.
- Working knowledge of EEI filing in ACE
- Well organized and able to manage multiple concurrent tasks.

- Intermediate knowledge of MS Office Suite – Word, Excel, Outlook, Access preferred.
- Bilingual a plus.

Required Education/Experience:

- Associate's Degree or related coursework or relevant experience.
- 2 – 4 years of experience in import-export operations/traffic.

All applicants must submit a resume to be considered.