



ICCPA
International Compliance Professionals Association

Job Opportunity

Company	Belkin International
Job Title	Foreign Trade Zone Analyst
Location	Plainfield, Indiana
Salary Range	Salary
Relocation Assistance	Salary commensurate with experience

Job Description / Responsibilities / Requirements

Job Summary (General Responsibilities):

The Analyst will administer the day-to-day operations of the Foreign Trade Zone, ensuring receipts into the zones are reported to Customs within the time frame required. The analyst will work with people in various business groups within Belkin, reporting to Customs weekly the receipts, shipments and consumption for each zone. The analyst will also prepare a monthly reconciliation for the zone and will review all files to ensure all documentation is in compliance with Customs regulations. In addition to the Foreign Trade Zone activity, the analyst will develop extensive working knowledge support import activity, Customs regulations activity and programs.

The Foreign Trade Zone (FTZ) Program provides Belkin the opportunity to reduce the duties owed on imports. The dual responsibilities of the FTZ Analyst is to extract, analyze and submit to Customs, on a weekly basis, the data required to maximize the benefits of the FTZ program along with monthly reporting. Secondly, the analyst will need to ensure that the FTZ and import operations are compliant with Customs regulations and the Belkin/Customs ISA Program. This position will require an understanding of international trade laws with a focus on Inter-Asia trade and manufacturing. These responsibilities include but not limited to, tariff classifications, import/export documentation, North American Free Trade Agreement (NAFTA), Customs-Trade Partnership Against Terrorism (C-TPAT), Importer's Self-Assessment compliance (ISA) and Foreign Trade Zones.

Specific Responsibilities:

- Monitor inventory and ensure proper reporting to Customs Brokers
- Assist in troubleshooting inventory discrepancies, and report as necessary
- Manage in-bond movements from port to warehouse
- Oversee compliance of all FTZ operations and processes
- Prepare and file all daily admission forms (214)

- Oversee completion and submission of required FTZ entry forms (3461, 7501 and 7512)
- Research and analyze any discrepancies discovered during daily operation
- Manage relationship with zone personnel to ensure policies and procedures are followed
- Maintain and update FTZ Manual as required
- Work with Customs during on site audits and provide reports and information as needed
- Provide all necessary documentation for shipment clearance through U.S. Customs
- Retain import and Customs documents in compliance with federal regulations
- Validate FTZ data against actual documentation as needed to ensure accuracy of information
- Assist in preparation and submission of annual reports to U.S. Customs and the FTZ Board
- Submit payment of quarterly Harbor Maintenance fee and filing of necessary reports
- Provide guidance on FTZ matters and develop process and systems for continued compliance
- Support the company's trade compliance program to include accurate Harmonized Tariff Schedule (HTS) number for all imported parts
- Communicate with Customs Brokers to ensure compliance with the Belkin's company's procedures
- Assist in appropriate applicable Free Trade Agreements and duty preference programs
- All other duties as assigned

Education and Experience Requirements:

- Bachelor Degree in Business or equivalent experience required
- US Customs Broker License preferred
- Minimum two years of experience in a similar position
- In-Depth knowledge of Tariff Classification, Valuation and Country of Origin Determination laws
- Ability to conduct training and present to Belkin employees
- Advanced Excel skills, ability to work with lookups and pivot tables
- Proficiency in Microsoft Word, Outlook, Powerpoint
- Strong organizational, analytical and interpersonal skills
- Strong verbal and written communication skills
- Self motivated to learn new concepts and participate in new projects
- Must work well independently and in a team environment

Contact Information to Apply:

https://belkin.wd5.myworkdayjobs.com/Belkin_Careers/jobs