



Customs Compliance Specialist

The Toro Company

Major Function

Analyze materials to assign correct U.S., Canada, and other country HTS classifications. Ensure timely clearance of shipments through U.S. and Canadian Customs while ensuring Toro's Customs Compliance policies are being followed. Educate and train internal customers on importing requirements. Handle all related activities associated with importing merchandise.

Duties & Responsibilities

- Analyze, research, assign, and update SAP with the appropriate Harmonized Tariff Schedule number for all materials.
- Request U.S. Customs and Border Protection (CBP) binding rulings, Canadian ruling letters, and EU Binding Tariff Information as necessary.
- Research and respond to daily U.S. and Canadian customs broker's inquiries on import and small package shipments, ensuring timely clearance of shipments and keeping production lines up.
- Audit US and Canadian Customs entries for accuracy. Provide direction to customs brokers to make corrections to customs entries when errors are found.
- Audit, process, log, and assign appropriate account numbers to all US customs broker and Canadian customs broker invoices upon receipt for payment.
- Maintain, test and complete the transport process in the Change Request Management system when changes are needed to the Harmonized Tariff Schedule table in SAP.
- EPA compliance – ensure EPA procedures for importing qualified and non-qualified engines are followed. Communicate requirements to all parties involved in importing non-compliant engines.
- Authorize and close out of the Temporary Import Bond entries in the time frame allowed by CBP.
- Conduct analysis on Toro manufactured materials to determine country of origin.
- Research and prepare duty drawback claims.
- Prepare, research, and distribute monthly import cost reports.
- Liaison between order services and customs brokers on Return Goods Authorization. Ensure all required documentation is provided so the return can be processed through CBP.
- Track liquidation dates and amounts of all US entries.
- Train Sourcing and Engineering on assists. Liaison between Toro and customs brokers for ensuring assists are declared properly and timely.
- Administer and develop the relationship with Canadian customs broker.
- Educate and train internal customers on importing requirements
- Special projects and duties as assigned.



Job Dimensions

Position requires a high degree of communication and interaction with other areas of the company as well as customs brokers; ability to ensure detailed compliance with Toro and CBP importation regulations. Position has a long learning curve of twelve plus months. Regularly following detailed processes and analysis are required.

Specifications

- College degree strongly preferred; course work in International Trade/Customs preferred
- 2 - 4 years tariff classification and importing experience preferred
- Knowledge of U.S. CBP and other government agencies required
- Licensed Customs Broker or interest in becoming licensed in the future
- Proven ability to analyze situations and accurately take effective actions
- Very detail oriented
- Dependable
- Ability and skill with multitasking in a fast paced constantly changing (Customs Regulations) environment
- Excellent analytical and problem solving skills
- Excellent organizational skills
- Excellent follow-up and follow-through skills
- Excellent computer skills including Excel and Word
- SAP experience desired
- Good written and verbal communication skills
- Mechanical know-how/ability desired