



**POSITION:** Trade Compliance Manager  
**REFERENCE CODE:** NOB001532  
**REPORTS TO:** Global Trade Compliance Manager  
**LOCATION:** Yorba Linda, CA

**Description:**

The **Trade Compliance Manager** provides operational support for all shipments imported into or exported out of the United States. He/She will support the global trade compliance organization to ensure standard work is in place. As a subject matter expert in local customs, free trade agreements and export control regulations, the role will ensure adherence with regulatory requirements.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Work closely and respond, as appropriate, to questions from sales, production, procurement and logistics related to import and export trade compliance matters, and review all documentation ensuring import/export entry elements are declared properly and duties and taxes are properly assessed.
- Ensure adherence with US customs and export control regulations, import/export licensing requirements and applicable free trade agreements (FTA). Track local regulatory changes and assess possible opportunities or threats to our products, processes and procedures and escalate accordingly to global trade compliance and impacted departments.
- Develop work instructions and maintain local SOPs and for United States imports and exports to ensure compliance with local regulations and Danaher Corporate and OpCo policies.
- Ensure accurate HTS, Schedule B, ECCN and origin classifications for all fabricated and purchased parts.
- Maintain an Item Master List including HTS, Schedule B, country of origin, classifications, and capture OGA requirements (FCC, USDA, TSCA, EPA, etc) for all parts.
- Assist as required, to apply for all import and/or export licenses, CBP rulings, and formal ECCN classification requests to BIS including maintaining logs of them.
- Assist customs brokers during the clearance process by providing them with all necessary data and documentation to comply with import/export regulations and free trade agreements, including but not limited to: HTS, Schedule B, ECCN, FDA, USDA, Values, certificates of origin, USPP, FPPI, etc.
- Ensure that export and routed transactions are filed correctly in AES. Identify, collect, and analyze causes of import delays and other compliance issues and gaps in the Trade Operations Program, using appropriate problem solving process analysis to drive changes.
- Perform Post Entry Reviews of accuracy of import/export declarations and submit results to customs brokers for correction where applicable. Report substantial findings to managing Directors.
- Prepare transfer pricing reconciliation reports and instruct customs brokers on post entry amendments.
- Assists Global Trade Compliance to respond audits and requirements from US Customs and Border Protection (CBP), Bureau of Industry and Security (BIS) and Office of Foreign Assets Control (OFAC).
- Ensure compliance with Special Trade Programs such as Chapter 98 HTSUS, and that required declarations and data are available at time of import/export and record kept. Capture, monitor and control import/export metrics (KPI's) for management reviews.
- Ensure archiving and record keeping of import/export related documentation as per local requirements.

- Provide general awareness training to business functions on Customs and Export Control. Maintain logs for imports and exports.
- Perform all other duties as assigned.
- Liaise with other OPCOs compliance managers for Dental platform.

**EDUCATION:**

- Bachelor's degree in Business or a related field required.

**EXPERIENCE:**

- 5+ years import/export experience required.
- Strong functional knowledge in Export Administration Regulations (EAR), U.S. Food & Drug Administration (FDA) import processing and other Partner Government Agencies (PGA) and U.S. Customs regulations, International Traffic in Arms Regulations (ITAR), and recordkeeping requirements.
- Fully familiarized with US trade compliance including, but not limited to, HST-Code, Country of Origin determination and marking, valuation, denied parties, embargoed countries, anti-boycott compliance.
- Operating in Healthcare or MedTech industry trade and GxP /GMP business environment is a strong asset.
- Training skills to conduct annual export/import compliance training.
- Licensed customs broker (preferred).

**PREFERRED QUALIFICATIONS:**

- Ability to prioritize and perform multiple tasks in a pressurized environment and work to tight deadlines.
- Strong problem solving skills and intellectual curiosity to learn and drive self-improvement.
- Comfortable working alone, in teams and in cross-collaborative efforts to support business objectives.
- Self-motivated and possess strong project management skills.
- Possess working knowledge of IT tools Document management systems, and MS office applications.
- Excellent communication skills and able to independently work within a team.

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