

**Position Title:** Senior Customs & Trade Compliance Analyst

**Department:** Customs & Trade Compliance, Supply Chain

**Direct Manager's Title:** Director, Customs & Trade Compliance

**Work Location:** North Wales, PA

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**Position Summary:**

The Senior Customs & Trade Compliance Analyst will ensure compliance with Customs, FDA, USDA and other applicable government agency requirements by adhering to and promoting the Teva USA Customs/OGA Compliance Program, performing product compliance reviews, monitoring broker and vendor compliance, internal audits, educating internal/external stakeholders and associated responsibilities.

This role requires a highly-motivated, detail-oriented, experienced Customs & Trade Compliance professional with extensive Customs and other government agency expertise as well as the ability to comprehend complicated compliance issues and translate to ensure non-CTC stakeholder understanding.

The Senior Customs & Trade Compliance Analyst must excel at conducting thorough, accurate and high-quality research, mastering complex situations and intricate compliance issues, monitoring regulatory changes, as well as understanding and communicating the impact to internal/external stakeholders. In addition, the ability to function in a high-paced and challenging environment.

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**Travel Requirements:**

Limited domestic and international travel.

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**Essential Duties & Responsibilities:**

Activity
Meticulous compliance review of each item to ensure full Customs/OGA Compliance
Carefully input and maintain information in the electronic Customs/OGA Product Library
CTC Manual: update SOP and work instructions (50+), educate team members and stakeholders
Internal audit: monitor compliance, detect/resolve errors, determine root cause/corrective action and provide training, as applicable
Monitor, research and respond to information requests: Customs/OGA, Customs Broker & stakeholders
Provide subject matter expert support: commercial, R&D and Clinical Supply imports
Daily operational support: monitoring FDA release and removing internal system holds
Annual Customs Reconciliation
Import Permits: research, application, amendments, renewals and educating stakeholders
Support projects, including but not limited to: Product library upgrade, acquired company audit and so forth
Follow Teva Safety, Health and Environment policies and procedures
Other projects and duties as required/assigned

#### Position Requirements:

- **Education:**
    - Required: Bachelor's Degree
    - Preferred: Bachelor's Degree
  
  - **Experience:**
    - Required: 8-10 years experience working with Customs and other agencies
    - Preferred: 10+ years experience working with Customs, FDA and other agencies
  
  - **Specialized or Technical Knowledge licenses, Certifications needed:**
    - Licensed Customs Broker:
      - Required prior to employment at Teva
  
    - NCBFAA CCS (Certificated Compliance Specialist):
      - May obtain CCS after starting at Teva
      - Must maintain CCS while employed at Teva (earn annual credits, as required by CCS)
  
  - **Functional Knowledge:**
    - Minimum eight years Customs and Trade Compliance experience
    - Pharmaceutical experience preferred
  
  - **Company / Industry Related knowledge:**
    - Experience working in a government regulated environment preferred
    - FTA experience, particularly qualifying products/materials for NAFTA and GSP
    - Customs TIB and FDA IFE experience
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#### Job-Specific Competencies:

1. Proven ability to develop and maintain productive, trusting and respectful business relationships
  2. Exceptional listening, analytical, organizational, leadership, diplomatic and problem-solving skills
  3. Highly-motivated and proven ability to function in a complex, challenging and fast-paced team environment
  4. Exceptional verbal and written communication skills
  5. Flexible and adaptable, ability to manage ambiguity, change and uncertainty effectively
  6. Valuation and annual Customs Reconciliation experience
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#### Physical Requirements

Office environment. Ability to sit at a desk/computer for extended periods of time. Ability to lift banker's box and light filing, as necessary.