



Indigo Trade Solutions, LLC

FTZ Specialist Job Description

Indigo Trade Solutions has a passion for helping businesses and communities benefit from the Foreign-Trade Zones (FTZ) Program. We simplify the complexity of FTZ implementation and ongoing daily management of the FTZ, for both distribution and manufacturing participants.

Come on board with a highly reputable and seasoned professional team as a Foreign-Trade Zone (FTZ) Specialist. Our FTZ Specialists are responsible for the daily administration of the FTZ operations to include oversight of all activity and products processed through the client's foreign-trade zone, inventory control reconciliation, periodic reporting, and recordkeeping. The ideal candidate will have previous experience and knowledge of foreign-trade zones. However, individuals demonstrating the ability to learn quickly and work independently under minimal supervision, will be strongly considered.

Responsibilities include but are not limited to:

- Oversee completion and submission of all required FTZ Customs forms (e.g. 214, 216, 349, 3461, 7512, etc.)
- Assist in troubleshooting inventory discrepancies, and conduct root cause analysis
- Manage relationship with client to ensure policies and procedures are followed
- Maintain and update FTZ Procedures Manual, as needed
- Manage inbound and/or outbound in-bond movements, as needed
- Support client during US Customs annual compliance reviews
- Assist in preparation and submission of periodic reporting such as harbor maintenance fees, annual reports, etc.
- Audit the company's trade compliance program to include accurate Harmonized Tariff Schedule (HTS) number for all imported parts, value, quantities, etc.
- Communicate with client's customs broker, as needed
- Assist client with other duty deferral program requirements, as needed

Qualifications:

Education and Competencies:

- Bachelor's degree or Equivalent Work experience (Majors in International Business and Marketing, Import/Export Management, and International Finance is preferred, but not required)
- Proficiency with Microsoft Office, with advanced skills in Excel and/or Access, a plus
- Excellent attention to detail, organization, and oral/written communication skills required
- Team Player with a focus on quality customer service
- Qualified candidate must pass a federal background check

Experience:

- ERP systems such as SAP, Oracle, etc.
- 2-5 years' experience in Import/Export Compliance, Supply Chain Management, or Customs Brokerage preferred, but not required
- US Customs Regulations such as 15 CFR, 19 CFR, HTS Classification

Location and Travel:

- Located in the Nashville, TN area
- 5% travel may be required (based on client need)
- Schedules vary based on client needs

Benefits

- Medical, 401(k), Generous Vacation
- Relocation package is currently not available for this position