

## Supply Chain Logistics Spec 3

### Requisition ID: 18004948

**Location:** United States-California-El Segundo

**US Citizenship Required for this Position:** Yes

**Relocation Assistance:** Relocation assistance may be available

**Clearance Type:** Secret

**Shift:** 1st Shift

**Travel:** Yes, 10 % of the Time

#### **Description**

At Northrop Grumman, our employees have incredible opportunities to work on revolutionary systems in air and space that impact people's lives around the world today, and for generations to come. Our work preserves freedom and democracy, and advances human discovery and our understanding of the universe. We look for people who have bold new ideas, courage and a pioneering spirit to join forces to invent the future, and have a lot of fun along the way. Our culture thrives on intellectual curiosity, cognitive diversity and bringing your whole self to work — and we have an insatiable drive to do what others think is impossible. Our employees are not only part of history, they're making history.

Responsible for the receipt, delivery and inspection of incoming material, central stores/warehousing of program and/or company-acquired material and packaging and shipping services. Provides packaging engineering support, special container design, packaging estimates and format quotes. Ensures the retention of material and supplies for future use and in support of production and/or engineering. Responsible for the accountability and accuracy of physical records. Provides transportation of material and correspondence within the local Northrop Grumman business environment. Maintains functional records in support of internal and external audits to ensure compliance with established policies and procedures. Manages, develops or carries out delivery in accordance with local established business policies, procedures and public law. Ensures accuracy of delivery information. Ensures: finished goods inventories, non-proprietary government property inventory, transportation, import/export requirements, and customer returns in conjunction with business area personnel.

This position will be located in El Segundo, CA.

### **Essential Functions:**

- Researches and resolves customer or supplier issues
- Interfaces with internal and external worldwide import/export operations and organizations
- Provide classification according to the HTSUSA. Requires the ability to interpret US Harmonize Tariff schedule along with very good understanding of chapter and explanatory notes, and ability to support HTS classification with relevant GRI, Chapter notes, explanatory notes and customs rulings
- Meet internal customer's deadlines by ensuring timely processing and delivery of import shipments
- Acts as liaison with U.S. customs representatives to resolve problems.
- Maintains accurate and time electronic record keeping
- Coordinate timely responses to Customs notices and inquiries
- Provide broker with entry instructions and monitor broker's performance
- Support the implementation of system automation ( ITMS, SAP/GTS, EEMS.,etc.)
- Supports internal and external trainings on import related topics.
- Ensure timely processing of vendor invoices
- Identifies and manages all post entry amendments
- Audit all import files for accuracy/completeness prior to 10<sup>th</sup> days
- Monitor forwarder performance and provide feedback to forwarder as appropriate
- Support NGC export personnel/process to ensure required documentation/data is secured prior to exportation in order to facilitate the processing of import entries
- Support other Traffic and administrative functions, as required

The selected candidate should thrive in a fast-paced work environment with high expectations, significantly diverse assignments, collaborative/team settings across all levels.

### **Qualifications**

#### **Basic Qualifications:**

Bachelor's Degree

6 years work experience in customs brokerage in the Logistics Industry

Global Trade experience working with customs brokers, freight forwarders, and various regulatory agencies

Ability to provide training on import related topics

Ability to obtain and maintain a Secret security clearance

#### **Preferred Qualifications:**

Defense industry experience

Active Secret security clearance

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