



Job Title: Customs Compliance Manager

Department: Supply Chain

Reports to: Sr. Director International Logistics

### JOB FUNCTION

The Customs Compliance Manager will develop, manage, and execute our Customs Compliance processes and our Foreign Trade Zones. This position will work cross-functionally with the Supply Chain and Merchandising, as well as with our product vendors, service providers, CBP, and other government agencies. The position will help Floor & Decor ensure compliance with all Customs and Border Protection (CBP) regulations and optimize our customs compliance activities in order to support our tremendous growth as a hard surface flooring retailer.

### MAJOR RESPONSIBILITIES

The functions listed describe the business purpose of the job. Specific duties and tasks may vary. Additional tasks may be assigned and functions may be modified according to business needs.

1. Manage and develop SOPs relating to regulatory compliance with our import process
2. Manage our customs brokers and ensure we have formalized classification and audit process
3. Identify and implement any duty savings opportunities
4. Manage various supply chain security and customs compliance programs such as CTPAT and Importer Self-Assessment (ISA)
5. Implement and manage our Foreign Trade Zones in our distribution centers
6. Work with merchandising and global to develop global risk assessment program for our imported product
7. Develop and manage new product classification process
8. Manage FTZ administrator position
9. Develop proper resource planning given our growth

### I. MINIMUM POSITION QUALIFICATIONS

1. Bachelor's degree with focus in supply chain or business administration is preferred.
2. At least 4 years of experience in a global trade environment. Importer experience strongly preferred.
3. Licensed customs broker license
4. Foreign Trade Zone (FTZ) knowledge and experience is preferred.
5. Must possess strong written and verbal communication skills with a high attention to detail and be able to communicate effectively with all levels of the organization.
6. Must be proficient in Microsoft applications including Word, Excel, and Access