

Job Description for Trade Compliance Analyst (607104)

Description / Job Summary

Fruit of the Loom, an independent, wholly owned subsidiary of Berkshire Hathaway Inc. & leading international basic apparel company, has an immediate opening for **Trade Compliance Analyst** at its corporate headquarters in Bowling Green KY. The Trade Compliance Analyst is on the front lines serving as one of the company's primary resources for daily support and oversight to Fruit of the Loom's international supply chain, which includes the timely and compliant importation of goods into the U.S. Responsibilities include working with the Company's Customs brokers, manufacturing facilities, sourcing vendors and internal departments to help accomplish both the accuracy of our Customs related responsibilities and the timely release of our containers from port so that we can meet our customers' expectations. This fast-paced environment requires the ability to make accurate decisions under time constraints and the ability to multitask.

Responsibilities / Duties

- Act as primary contact for daily Customs broker support, such as responding to questions and requests required to ensure proper and timely entry of imported goods.
- Communicate with our internal manufacturing facilities and our sourcing vendors to ensure timely and accurate filing of all importer security filings (ISF) and daily monitoring of the ISF portal to minimize risk of delays and inaccuracies that could result in penalty action.
- Classify a wide variety of imported merchandise, including apparel, fabric, sporting goods, general use parts, machinery, equipment, and packaging, according to the U.S. Harmonized Tariff Schedule and upload classifications into our internal system.
- Prepare Monthly Vendor Scorecards identifying errors related to Importer Security Filings, Documentation, and the timeliness of providing documentation via our Vendor Document Portal.
- Provide assistance and training to our vendors and manufacturing plants on how to use the Customs broker ISF portal and our internal Vendor Document Portal.
- Review invoice documentation, approve invoice documentation and update invoice documentation as required.
- Track and monitor shipments selected for Customs exams.
- Coordinate customs release of express courier shipments utilizing our primary Customs broker.
- Preparing monthly entry timing report to measure the timeliness of our customs broker filing entries

Experience

Required

- 2-5 years of experience in international trade, which may include Customs brokerage, Customs compliance responsibilities or general international trade functions
- Experience dealing with Customs brokers/forwarders related to the customs clearance of goods

Qualifications

Required

- 4-year degree in Business, Finance, Accounting, or similar field or equivalent work experience.
- General knowledge and understanding of Customs regulations and requirements
- Knowledge and understanding of the United States Harmonized Tariff Schedule

- Bilingual (Spanish) preferred
- Advanced skills in Microsoft Excel are essential to the position
- Excellent written and verbal communication skills are a must
- Knowledge of common Free Trade Agreements and their rules of origin preferred

Details

We offer competitive pay and benefits including medical, dental, vision, life and disability insurance, vacation, holidays and 401k.

Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protect veteran status, disability or any other protected status.

EOE/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity