



ICCPA

International Compliance Professionals Association

Job Opportunity

Company	FTZC (Foreign-Trade Zone Corporation)
Job Title	FTZ Specialist
Location	Lancaster, Pennsylvania
Salary Range	\$40,000 - \$55,000
Relocation Assistance	Consideration for the right candidate

Job Description / Responsibilities / Requirements

Foreign-Trade Zone / Import Administrator

The **FTZC** (Foreign-Trade Zone Corporation), a leading Foreign-Trade Zone consulting, operations, and software firm, has an immediate opening for a knowledgeable individual to assist in providing daily Foreign-Trade Zone management for key **FTZC** client's zone operations, as well as providing compliance oversight related to Zone operations. The **FTZC** is willing to provide foreign-trade zone specific training for those candidates that have in-depth experience with importing, in-bond transactions, and CBP compliance.

Where You Be Working:

This position is in **FTZC**'s Operations and Contract Management Center at:
941 Wheatland Avenue
Lancaster, Pennsylvania 17603

What you will be doing:

You will be administering foreign-trade zone's for **FTZC** clients. Activities will include conducting daily, weekly, monthly, quarterly and yearly activities and processes required to administer a compliant and efficient Foreign-Trade Zone. The duties will include the following:

1. Prepare and file (submit) all daily FTZ admissions (e-214).
2. Ensure all weekly, monthly, quarterly and annual FTZ forms and reports necessary for FTZ operations are submitted and reviewed for accuracy.
3. Maintain proper record keeping required for management of the FTZ.
4. Operate the FTZ inventory control and recordkeeping system.
5. Interact with Customs and Border Protection if necessary

6. Routinely update and report to direct management concerning activities related to the Foreign-Trade Zone.
7. Process and verify FTZ related data.
8. Validate FTZ data against actual documentation as needed to ensure accuracy of integration and information.
9. Conduct reviews of transactions and processes and make recommendations on improvements.

Required Experience:

- 2+ years of experience administering a foreign-trade zone, or related professional import experience in a real-world environment.
- Related experience includes filing Customs Entries or creating in-bond transactions.

Experience creating 7512 in-bonds Understanding of HTSUS merchandise classification, and import transactions Have a working knowledge of logistics activities including import activities. Excellent communication and interpersonal skills. The individual should be self motivated and capable of working as part of a team or alone with little supervision. Possess knowledge of logistics terminology In-Depth experience using Microsoft Word, Excel, and Outlook

Desired Experience:

- Experience administering a Foreign-Trade Zone
- Experience working for a Customhouse Broker
- Experience dealing directly with US Customs and Border Protection.
- Experience with Import and Export systems and compliance systems

Compensation Package:

The FTZC (Foreign-Trade Zone Corporation) maintains one of the best compensation packages in the industry, with:

- Generous Salary commensurate with experience
- 100% company paid employee BC/BS health insurance
- 401K retirement with both company paid contributions and dollar for dollar 100% matching
- Life Insurance
- Long Term Disability insurance
- Company paid holidays
- Company paid personal leave (vacation)
- Relocation Expenses will be considered for qualified candidates

Contact Information to Apply

Please submit your resume to www.ftzcorp.com/careers.aspx