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Import Specialist

Department: Legal - 8333

Location: Central Point, OR

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Responsible for the day to day imports and activities of Erickson Inc. aircraft, parts, components, sub-assemblies, related support equipment, and office equipment; and monitoring and providing guidance to Erickson Inc. Customs Brokers.

Duties & Responsibilities

- Oversee Erickson Inc.'s import shipments and record retention process.
- Conduct self-audits of the import entry processes, including entry packets.
- Work in a fast-paced environment and interface professionally with key stakeholders located around the world; and provide rapid responses to enable timely shipments while strictly enforcing customs regulations.

Minimum Qualification

- Minimum of 3 years prior U.S. import compliance experience.
- Bachelor of Arts or an equivalent combination of Education and/or work experience.
- Proficient with Microsoft Office applications and Adobe.
- Prior experience using an ERP system (Microsoft Dynamix, SAP, etc.) preferred.
- Prior experience in the Aerospace industry preferred.
- Licensed Customs Broker, a plus.
- Erickson is a DOD Contractor and its products are subject to the US Export Laws and Regulations, therefore the candidate must be a U.S. Citizen or Permanent Resident.
- Must have knowledge of 19 C.F.R. Customs Regulations and working knowledge of Customs Entry Forms: Form 3461, Form 7501, etc.; and

- Must be knowledgeable with US Customs Duty Free Programs, Harbor Maintenance Fees and associated processes, submission and management of ATA-CARNETS, Bonds, Sureties, and In-Bond storage; and
- Must have knowledge of Country of Origin determination; and
- Must have extensive knowledge of the Harmonized Tariff Schedule of the United States; specifically, in determining proper HTS codes using industry applications and resources. Formal Customs Ruling submissions a plus.

Competencies

Safety and Work Environment - Identifies hazardous or potentially hazardous situations and takes appropriate action to maintain a safe and productive work environment for self and others. Follows Guiding Principle "Be Safe".

Effective Communication – Creates and implements timely and effective communication processes that ensure clear, open, and respectful communication within the organization. Role models effective communication in all forms (includes email, text, IM). Delivers messages in a positive, constructive, and professional manner as a leader of the company.

Teamwork - Leads and works with others to achieve organizational goals. Creates strategies to increase teamwork within own organization and across business lines. Develops and implements effective team communications and processes. Listens to others, values opinions, and is respectful of others. Promotes a positive team environment. Holds others accountable for demonstrating teamwork.

Accountable to Achieving Commitments - Focuses efforts on achieving high quality results consistent with customer requirements and the organization's standards. Leads and motivates team to deliver high quality and timely work. Works with team in a conscientious, consistent, and thorough manner to meet deadlines. Anticipates potential problems. Finds the root cause of problems and takes appropriate action. Makes continuous improvement to processes and results.

Leading & Managing Change - Defines and leads business change(s) and holds team members accountable for change management. Effectively communicates changes, reasons and benefits for change. Provides team with appropriate tools/resources to implement change. Manages resistance to change and builds support. Measures effectiveness of change initiatives.

Talent Development - Fosters employee development by providing a supportive learning environment. Advise, assists, mentors and provides feedback to others to encourage and inspire the development of work-related competencies and long-term career growth.

Planning & Organizing - Develops, implements, evaluates and adjusts plans to reach goals, while ensuring the optimal use of resources.

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