

## Job Description

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<b>Job Title:</b>	Associate Manager, Customs and Trade
<b>Reports to title:</b>	Customs Compliance and International Operations Manager
<b>Location:</b>	Greensboro, NC

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\*\*\*PLEASE SEE LINK BELOW TO APPLY ONLINE

[https://convatec.wd1.myworkdayjobs.com/en-US/ConvaTec/job/US---Greensboro-NC/Associate-Manager--Customs---Trade\\_JR00000536](https://convatec.wd1.myworkdayjobs.com/en-US/ConvaTec/job/US---Greensboro-NC/Associate-Manager--Customs---Trade_JR00000536)

ConvaTec is a developer, manufacturer and marketer of innovative medical products focused on therapies for the management of chronic conditions. Its four franchises provide products used for advanced chronic and acute wound care, Ostomy Care, continence and critical care and infusion devices used in the treatment of diabetes and other conditions.

At ConvaTec, we exist to improve the lives of the people we touch. In the areas of healthcare that we serve, we feel a deep and personal connection to our customers, many of whom rely on us to help them lead the life they want. Our vision is to be the most respected and successful MedTech company, worldwide. We drive for excellence in all we do – anticipating and addressing our customers’ needs with advanced technologies and best-in-class products and services. Ours is a global business, well positioned for long term sustainable performance and culturally rooted in our core values of caring for people, continually driving innovation and excellence, and earning trust, every day and in everything we do.

### Job Summary

The Associate Manager, Customs & Trade will be responsible for supporting Customs Compliance Manager with day to day international trade compliance activities, providing direction and training for compliance related import and export activities for the US and global markets.

### Duties and Responsibilities

- Support the strategic development, delivery and execution of a standardized compliant international trade compliance program to support the company in coordination with the Customs Compliance Manager.

- Ensure import and export shipments conform to governmental rules and regulations by managing appointed customs brokers, freight forwarders, manufacturing sites, warehouse and distribution centers, etc.
- Development, maintenance and regular review / audit / updating of compliance related processes and procedures.
- Manage/support root cause analysis resolution of trade compliance issues.
- Assign / review global Harmonized Tariff Codes (HTS) Update / review SAP master data and service provider regular database updates.
- Coordinate with customs brokers, freight forwarders, service providers, Customs and Regulatory (FDA, etc.) agencies to ensure efficient and compliant movement of ConvaTec product and equipment.
- Support the ongoing management of ConvaTec' s duty drawback program in analyzing and preparing duty drawback claims. Identifying process improvement opportunities, auditing claims and maintaining required records, and up to date process and procedures.
- Resolve issues and contributes to company performance by responding to changing product developments, manufacturing network changes and distribution needs.
- Leads / facilitates projects as needed.

### **Principal Contacts**

Internal – Supply Chain, Sourcing, Plants, Warehousing, Distribution Centers, Marketing, Legal, Quality, Regulatory and other contacts as needed. Wide scope of global contacts at different levels of seniority within the organization.

External – Customs Brokers, Freight Forwarders, Government Agencies, Industry consultants and specialists, Customers, Suppliers, Contract Manufacturers.

### **Travel Requirements**

Position may involve travel up to 10% of the time, some international. Most trips will include overnight travel.

### **Language Skills Required**

- Speaking: Yes English\*
- Writing/Reading: Yes English\*

\*Spanish or other foreign languages a plus but not required.

### **Education/Experience/Qualifications**

*List the following under the requirement or desirable section below*

- University degree or equivalent based on experience
- Minimum of 5 years of extensive experience in international trade compliance regulations and procedures both import and export.

- Customs Brokers License
- Food and Drug Administration agency experience in health care industry preferred but not required.
- Experience working with a multi-national team with demonstrated ability to effectively communicate to a diverse audience, at multiple levels using a variety of formats, presentations, emails, leading meetings, face to face, etc.
- Possess significant analytical problem solving ability. Demonstrated ability to analyze and interpret complex problems, incorporating data and information gathered from a variety of sources.
- Demonstrated ability to define a strategy and translate it into actionable plans and then manage these plans through to implementation, execute.
- Able to promote and foster new ideas and strategies among internal and external parties / customers.
- Good working knowledge of SAP transactions and reports
- Experience with Microsoft office applications (excel, word, PowerPoint, Access, Outlook)
- Ability to work on tight deadlines and prioritize
- Strong listening and influencing skills