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## Job Description

### Trade Compliance Specialist-40653

#### Description

The Trade Compliance Specialist position is responsible for providing guidance, expertise and knowledge necessary for the development, implementation, and management of Hitachi High Technologies America's global trade compliance program. This position focuses on managing initiatives and projects in critical areas of trade compliance.

#### PRIMARY RESPONSIBILITIES

##### Import & Export Compliance Activity

- Oversee Hitachi High Technologies America's import and export procedures. Work in conjunction with the Senior Manager, Trade Compliance to develop and implement policies, and procedures to ensure compliance with import and export regulations and Company Policy. Strong involvement in desk procedure creation, streamlining processes through automation and development of trade compliance tools for the divisions.
- Support Hitachi High Technologies America's membership in C-TPAT program by conducting regular risk assessment audits and ensuring continued compliance.
- Maintain and develop participating government agency policies and procedures and provide reporting as necessary.
- Manage automated customer screening program by reviewing denied party screening results and customer screening documents. Maintain records in accordance with procedures.
- Monitor classification requirements and applicable changes and communicate them to sales divisions reporting as necessary.
- Support recordkeeping program in accordance with government regulations and Company policy

##### Audit Activity

- Maintain current import and export audit programs with Trade Compliance Team. Assist in the development and implementation of corrective actions and/or compliance improvements as necessary.

##### Other

- Monitor brokers and freight forwarders on established standard operating procedures and key performance indicators.
- Identify and drive business and corporate projects focusing on trade compliance.

- Provide assistance and training to the company's divisions regarding government regulations and policies and procedures on exporting and importing.

**Qualifications**

**EDUCATION**

- Bachelor's degree required.

**EXPERIENCE REQUIREMENTS**

- Minimum: 5 years related import/export compliance experience
- Knowledge of import and export classification and documentation required
- C-TPAT certification process experience a plus
- Practical knowledge in trade and regulatory matters and ability to interpret regulatory information.

**SKILLS AND ABILITIES REQUIREMENTS**

- Strong computer skills required, knowledge of Excel and SAP a plus
- Solid project management skills. Motivation to form and develop project teams; ability to push projects through to solution and implementation.
- Excellent verbal and written English communication skills; and the ability to disseminate data and information are critical.

**PHYSICAL REQUIREMENTS**

- Some travel-approximately 10%

**Equal Opportunity Employer (EOE) – Females/Minorities/Protected Veterans/Individuals with Disabilities**

**Primary Location:**US-IL-Schaumburg

**Global Region:**Americas

**Organization:**Hitachi High Technologies America, Inc.

**Virtual Office:**Not Available

**Work Location Address:**10 N. Martingale Road, Suite 500 Schaumburg, IL 60173

**Job Type:**Experienced

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