



Import Export Trade Compliance Specialist

OFS Fitel, LLC is currently seeking an Import Export Trade Compliance Specialist to join our organization. In this role, the individual will be joining a team that is responsible for establishing policy and coordinating activities for export and import regulatory compliance on a worldwide basis.

Primary Function of Position:

The Import Export Trade Compliance Specialist is responsible for executing policies and procedures to ensure import and export transactions are executed in accordance with regulatory requirements. Work with customs brokers and freight forwarders to adhere to customs regulations during execution of international shipments and importation of raw material and finished goods.

This position relies on sound judgment to ensure achievement of corporate business objectives and operational goals. Responsible for interacting with all business segments to ensure compliance with import/export regulations. The position reports to the Sr. Manager Global Trade Compliance, in the Legal Department

Requirements:

- Executing project related to activities involving export/import regulatory compliance including, but not limited to, ECCN product classifications, harmonized tariff classifications, country of origin determination, product valuation reporting, export license applications, Automated Export System reporting, obtaining and reviewing end use statements for exports, and sanctioned party list screening.
- Assists with responses to and data inquiries from internal / external customers, foreign subsidiaries, distributors, vendors, brokers and carriers to ensure compliance with all applicable import / export regulations.
- Provides support to the continual improvement process related to Compliance Program and document revisions of internal controls and procedures.
- Strong collaboration with other departments such as, but not limited to, planning, procurement, product marketing, logistics, order entry, and engineering functions is required.
- Classification of goods, including understanding of General Rules of Interpretation, free Trade Agreements, duty calculations, and proper use of US Customs Harmonized Classification System
- Oversee the day to day operations in regards to US Customs and US Export Compliance, working closely with the Trade compliance manager in running OFS import compliance program.
- Assist trade compliance manager to implement and manage compliance, define strategies, processes, identify needs and solutions with regards to US Imports and Exports.
- Direct contact with licensing officers for applying and managing export, re-export licenses.

Qualifications:

- Bachelor's degree and at least 3 years of experience in the field or the equivalent combination of education and experience. CUSECO® a plus.
- Experience with, or knowledge of, US Customs regulations, US Export Administration Regulations international business practices, transportation laws, is desirable
- Familiarity with ERP systems, preferably SAP, desired
- Must be able to manage multiple tasks
- Possess excellent attention to detail and organizational skills
- Ability to solve problems in a dynamic environment
- Must be a team player and self starter; high bias toward action
- Ability to multi-task, manage projects, prioritize work and handle ambiguity and complexity
Strong project management skills and ability to contribute to broad business strategies
- Significant computer experience including MS Office products and ERP systems, preferably SAP.
- Working knowledge of Bureau of Industry Standards (BIS) and Department of Commerce Regulations
- Experience in HTS code classification
- Ability to handle multiple tasks and projects successfully.
- Excellent verbal and written communication skills.
- Employees are expected to serve as role models for safe work practices and behaviors. This includes following established health and safety policies and procedures, maintaining a clean, organized work area, wearing, and properly storing all personal protective equipment (PPE), and actively engaging as a safety conscious worker with personal safety and wellness as a priority.

OFS, a Georgia based global company, is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability.