



## POSITION DESCRIPTION

### OVERVIEW

<b>Position Title:</b>	Customs Compliance Specialist-Duty Drawbk
<b>Company Name:</b>	AAI - Altair Advanced Industries, Inc.
<b>Location:</b>	Bellingham, WA - Main
<b>Department</b>	Shipping
<b>FLSA Status:</b>	Exempt - Administrative
<b>Benchmark Code:</b>	
<b>Benchmark Position Title:</b>	

#### **Summary:**

Responsible for monitoring the Duty Drawback processes, US Customs regulations and policies across the Alpha Group's various departments and divisions. Ensure that compliance policies and processes meet US Customs regulations and that the duty drawback process is efficient and accurate.

### RESPONSIBILITIES

#### **Essential Responsibilities:**

- Compile related import and export documentation to support duty drawback processing and claims to the United States
- Assist in the review, development and implementation of the company duty drawback program
- Create and maintain a best practices manual and boiler plates to improve efficiency and accurate execution of the company duty drawback program
- Keep up to date of current regulations and upcoming changes for opportunities to reduce duty outlay and improve the drawback process
- Assist in developing and maintaining a reporting process to ensure internal understanding of the duty drawback program success and challenges
- Monitor duty drawback providers to ensure their success, business methods/protocols to secure duty refunds
- Help guide the company to understand opportunities to improve both duty drawback and means or initiative to properly avoid duty outlay
- Support effective import clearance processes with US Customs Brokers to ensure later drawback success
- Monitor execution and continuous improvement of the standard operating procedure with service providers
- Propose SAP enhancements to improve accuracy and efficiencies in related reporting

**Additional Responsibilities:**

- Communicate with other departments to compile information required for duty drawback

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**REQUIRED QUALIFICATIONS**

**Education:** 2 Year Degree or equivalent military training  
in field of (if applicable):

**Experience:** 2 - 4 years  
in field of: business, logistics, procurement, compliance, or related field

**Supervisory Experience:** N/A

**Requirements and Skills:**

- Ability to meet expected 100% attendance requirement
- Will work on-site (no tele-commuting)
- Ability to follow written and verbal directions in the English language
- Ability to speak/read/write English
- Detail oriented
- Strong organizational skills
- Work well under pressure
- Current driver's license and acceptable driving record
- Sufficient credit line for business expenses
- Available weekends and after hours when on call

**Requirements and Skills cont:**

- Strong verbal and written communication skills and interpersonal skills
- Ability to motivate a cross-functional team and work in a matrix organization
- Capable of presenting strategic initiatives to management
- Professional demeanor, team player orientated
- Ability to interface with internal/external partners at all levels
- Excellent prioritization and organizational skills
- Ability to work independently

**PC Application Skills:**

Basic:	Rudimentary knowledge of the application; limited work experience
Intermediate:	Comfortable with most functions of the application; broad work experience
Advanced:	Expert knowledge of the application; extensive work experience

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|--|--------------------------------|--|-----------------------------------|
| <input checked="" type="checkbox"/> Word       | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input checked="" type="checkbox"/> Excel      | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input checked="" type="checkbox"/> PowerPoint | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Access                | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate            | <input type="checkbox"/> Advanced |
| <input checked="" type="checkbox"/> Outlook    | <input type="checkbox"/> Basic | <input checked="" type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Project               | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate            | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Visio                 | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate            | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Adobe                 | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate            | <input type="checkbox"/> Advanced |
- Other MRP/ERP  
 Other  
 Other
- Keyboarding Skills

**Physical Requirements:**

<input type="checkbox"/> Color vision		
<input checked="" type="checkbox"/> Sit	<b>80%</b> of the time	
<input checked="" type="checkbox"/> Stand	<b>&lt; 10%</b> of the time	
<input checked="" type="checkbox"/> Use Stairs	<b>&lt; 10%</b> of the time	
<input type="checkbox"/> Climb	of the time	
<input type="checkbox"/> Stoop/Bend	of the time	
<input type="checkbox"/> Twist/Turn	of the time	
<input type="checkbox"/> Kneel	of the time	
<input checked="" type="checkbox"/> Manual Dexterity	<b>40%</b> of the time	
<input checked="" type="checkbox"/> Repetitive Use - fingers	<b>80%</b> of the time	
<input checked="" type="checkbox"/> Repetitive Use - hands	<b>80%</b> of the time	
<input checked="" type="checkbox"/> Repetitive Use - arms	<b>80%</b> of the time	
<input checked="" type="checkbox"/> Drive	<b>&lt; 10%</b> of the time	
<input checked="" type="checkbox"/> Light Lifting	<b>10 - 20</b> pounds	<b>&lt; 10%</b> of the time
<input checked="" type="checkbox"/> Heavy Lifting	<b>20 - 30</b> pounds	<b>&lt; 10%</b> of the time
<input type="checkbox"/> Push/Pull	pounds	of the time
<input type="checkbox"/> Other		of the time
<input type="checkbox"/> Other		of the time
<input type="checkbox"/> Other		of the time
<input type="checkbox"/> Other		of the time
<input type="checkbox"/> Other		of the time

**Travel Requirements:      Expected < 10%**

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**DESIRABLE QUALIFICATIONS**

- Customs Brokers License
- Certified Customs Specialist
- Previous manufacturing environment preferred

- SAP Experience

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## WORK ENVIRONMENT

### Office/Home Office

Percentage of average workday spent in office/home office environment: **90%**

Average stress level of office/home office environment:  High  Medium  Low

Interact with other employees **70%** of the time

Work with public **30%** of the time

Other

### Manufacturing/Depot

Percentage of average workday spent in manufacturing/depot environment: **10%**

Average stress level of manufacturing/depot environment:  High  Medium  Low

Interact with other employees **100%** of the time

Work with public of the time

Elevated noise level of the time

Proximity to electrical equipment **70%** of the time

Proximity to heavy machinery **20%** of the time

Proximity to chemicals of the time

Proximity to forklift traffic **90%** of the time

Proximity to moving mechanical parts of the time

Other

### Lab

Percentage of average workday spent in lab environment:

Average stress level of lab environment:  High  Medium  Low

Interact with other employees of the time

Work with public of the time

Elevated noise level of the time

Proximity to electrical equipment of the time

Proximity to heavy machinery of the time

Proximity to chemicals of the time

Proximity to moving mechanical parts of the time

Other

### Field/Outdoors

Percentage of average workday spent in field/outdoor environment:

Average stress level of field/outdoor environment:  High  Medium  Low

Interact with other employees of the time

Work with public of the time

Elevated noise level of the time

Extreme heat of the time

Extreme cold of the time