



<b>COLUMBIA SPORTSWEAR</b>	<b>Job Description</b>
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<b>Market Title:</b>	<b><u>9 MONTH CONTRACT Global Trade Specialist II</u></b>	<b>Job Code:</b>	<b><u>LGP201</u></b>
<b>Function:</b>	<b><u>Legal</u></b>	<b>Market Tier:</b>	<b><u>110</u></b>
<b>Sub function:</b>	<b><u>LG-Customs</u></b>	<b>Global Grade:</b>	<b><u>P2</u></b>
<b>If interested, please contact:</b>	Megan Leavitt <a href="mailto:MLEAVITT@COLUMBIA.COM">MLEAVITT@COLUMBIA.COM</a>		

This job description is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function in the company.

**General Position Summary:**

Primary focus of this position is to facilitate global trade and help ensure compliance with all customs, export regimes and various other agency regulations globally. The candidate will accomplish this by tactically and strategically engaging internal customers and external parties in the process.

**Essential Functions/Responsibilities:**

Establish processes and standards for origin-based trade operations, including:

- Commercial documentation oversight:
  - Support process complexity reduction for origin documentation process
  - Certificate of origin legalization oversight
- Qualify products for global trade agreements
- Assist in creating operations plan for newly-ratified trade agreements alongside internal and external stakeholders
- Develop and deploy trade agreement SOPs for key free trade agreements
- Assist in the implementation/optimization of trade agreement automation
- Vendor & LO trade agreement qualification training
  - Rules of Origin and product data needs
  - Documentation requirements
- Support global KPIs for on-time performance & delivery
- Build and deploy trade resources for cross-functional partners
- Ensure alignment to internal controls and CSC trade compliance standards

**Secondary Functions:**

Support Internal Audit in annual Customs Compliance Assessment under the Import Self-Assessment (ISA) program.

Participate in periodic review and update of the Customs Compliance Manual

Participate in benchmarking, networking and continuing education

Perform other duties as assigned.

**Job Scope:**

Critical thinking is used to identify and solve moderate to complex problems with the input of cross functional experts, and to influence outcomes supporting trade facilitation, regulatory compliance and corporate financial objectives.

Manage projects, collaborating within the department or across business functions.

Decisions are made within company policy guidelines and constraints using independent judgement in identifying and resolving discrepancies.

Attention to detail is critical as errors can cause delays in delivery of goods or result in penalties being imposed by Customs or other agencies. Excessive errors may ultimately affect the company's import process, and result in a higher risk designation by Customs and thereby increase the company's exposure to penalties, exams, or audits.

**Interpersonal Contacts:**

Contacts occur with others both inside and outside the company, at all organizational levels. External contacts include Customs authorities and other government officials, customs brokers, transportation entities, trade associations.

**Supervisory Responsibility:**

This position is not supervisory in nature.

**Specific Job Skills:**

Sound knowledge of issues related to international trade and regulatory environments such as

- Dynamics of international commerce including export/import processes, trade finance practices, national and foreign statutory and regulatory provisions, tariff and nontariff barriers
- Ability to understand and interpret complex legal and regulatory documents
- Economic, market, political and other factors influencing trade objectives and positions
- Agency, government and other programs related to foreign trade

Additional Skills:

- Excellent oral and written communication
- Excellent organizational skills
- Strong attention to detail
- Highly proficient with Excel
- Proficient in the use of databases and data visualization platforms (eg Tableau, Power BI)
- Able to analyse or audit data via reports
- Ability to execute projects and tasks independently
- Advanced problem-solving skills
- Adept at establishing priorities and working to deadlines
- Familiarity with ERP systems and data integration

**Education:**

Bachelor's or advanced degree in supply chain logistics/distribution, finance, accounting, international business, or a similar field of study. Additional professional certification such as a Customs Broker License, Lean or Six Sigma is also desirable

**Experience:**

Position requires 3 to 5 years of professional experience.

**Job Conditions:**

Job may require hours that exceed 8 hours per day and/or 40 hours per week, especially when working on rush/special projects. Position may also require some international and domestic travel.

*Similar desk titles: Specialist, Analyst, Administrator*