

Global Trade Compliance Specialist

Glenview, IL. – United States

About Optimas:

Optimas is a global distributor of integrated supply chain solutions, and engineering support focused on delivering fasteners, components and industrial and safety supplies to our diverse customers around the world. Our local, on-the-ground teams understand the nuances of every community we serve. This allows us to adapt with our customers and partners as needs evolve, leveraging our footprint to remain at your side while providing a highly personalized level of service and support no matter where you find yourself around the globe.

Position overview:

We are looking for a self-starter and highly-driven **Global Trade Compliance Specialist** who will actively support the Global Trade Compliance Manager by helping to further develop and maintain the import and export compliance programs for the U.S., as well as supporting international trade compliance for the company worldwide.

Outstanding collaboration with Sales, Supply Chain, Operations, Quality, Marketing, Finance, Legal and Customer Support Teams is critical to achieve this amazing position's objectives.

The ideal candidate must be an enthusiastic, professional and team-oriented individual with the ability to manage multiple projects in a fast-paced environment and be able to meet/exceed customer expectations.

If you are looking for an opportunity to make a significant contribution to a global organization with a challenging and fast-paced atmosphere, this is the place!

Responsibilities:

The **Global Trade Compliance Specialist** will be responsible for the following:

- Develop and conduct internal compliance reviews and import/export audits.
- Ensure compliance with the company's trade compliance strategy, policy and programs.
- Assist in developing, implementing and maintaining import and export compliance manuals.
- Provide training to co-workers on proper import/export activities, documentation and record-keeping.
- Manage ADD/CVD program and ensure that new cases are evaluated for possible impact.
- File and audit EEI records for export compliance.
- Manage NAFTA and other FTA Programs.
- Ensure U.S. Sanctions and trade restrictions are followed worldwide.
- Assist with screening business partners against restricted / denied party lists.
- Seek out opportunities to drive efficiencies within department and across company.
- Determine HTS classification and COO status on products globally.
- Work with Global Trade Compliance Manager to address any issues with U.S. Customs and with associates worldwide to address customs issues in individual countries.

- Monitor import and export activity through use of ACE reporting and take appropriate corrective action where needed.
- Manage special projects as assigned.
- Other relevant tasks and duties.

Key Competencies:

The ideal candidate should have the following competencies:

- Strategic Vision.
- Building organizational capacity.
- Results driven.
- Embrace change.
- Collaboration and Influence.
- Entrepreneurial spirit.
- Customer value and Market focus.

Skills and Qualifications:

You will thrive working with us if you have the following:

- B.A. / B.S. Degree or other relevant degree.
- **5+** years of relevant working experience in Trade Compliance.
- Experience in HTS classification, Incoterms, NAFTA and other FTA programs
- Knowledge of U.S. import and export regulations (i.e. CBP, Census, BIS, EAR, OFAC).
- Detail-oriented with the ability to multi-task, prioritize and be adaptable.
- Hardworking, reliable, proactive and self-motivated
- Enthusiastic, reliable and hard-working professional, who enjoys working in teams.
- Excellent communication skills and the ability to quickly manipulate data and draw appropriate conclusions.
- Project management skills with the ability to break down complex projects and coordinate across multiple locations / departments.
- Advanced Skills in MS Excel, Access, and ERP query tools.
- Ability to communicate fluently in other languages viewed very favorably.
- Licensed Customs Broker preferred.

If you are interested in applying for this role, please send your update resume to the following email address: denisse.chapa@optimas.com

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