

Import Administrator

Job Function:

As the Import Administrator for the Corporation's largest Importer of Goods, the Import Administrator works directly with and provides direction to the major Freight Forwarders (i.e.: UPS, FedEx, DHL, Expeditors, etc.) to ensure timely clearance of inbound goods for Parker. The Import Administrator works across multiple sites within Parker and various Business Teams to ensure timely resolution of issues as they arise. Measures performance against internal goals to ensure shipments are cleared within a seventy-two (72) hour time-frame. Directly responsible for the Importer Self-Assessment (ISA) Program and ensures all weekly, monthly, quarterly reporting requirements are met. Responsible for annual auditing support of the BIS to maintain ISA Certification.

In addition to the responsibilities listed above, ensures full compliance at all Customer Support Operations (CSO) Service Centers with U.S. Customs import regulations including compliance with other agency requirements (ITAR, BATF, FCC, ITA) utilizing the CSO Import Policy and Procedure Manual while ensuring timely delivery of all CSO international import shipments. Responsible for ISA execution, review and reporting in coordination with the Corporate Import Compliance Team. Backup for CSO Export Administrator.

Job Responsibilities:

1. Manage CSO's customs broker relationship. Provide training to customs broker regarding CSO import requirements. Respond to daily inquiries for the customs broker. Issue corrective action plan for service or compliance issue.
2. Main point of contact for all international import shipment inquiries from both internal and external customers. Provide guidance to help resolve delivery, billing and insurance issues for international import shipments.
3. Import entry review of all CSO import shipments prior to the 8th day customs duty payment. Research and confirm original import determination based on incomplete information. Request revisions and complete required declarations as needed.
4. Detailed import entry review and post entry adjustments. Track all post entry adjustment until complete sending follow-up inquiries as required.
5. Import recordkeeping management. Electronic recordkeeping verification.
6. Import freight and duty/taxes bill back coordination. Review billings to determine potential saving opportunities.
7. Duty free record verification management including, Manufacturer Affidavit (MA), NAFTA, Trade in Civil Aircraft. Request and track MA from both internal and external customers. Update MA information annually or as required. Issue and track MA request from Parker customers.
8. Harmonized Tariff System classification. Classification matrix maintenance and HQ 563470 ruling annual value update. Add records to classification matrix as needed and update customs value annually in coordination with Commercial Pricing Team. Distribute classification matrix to customs broker.

9. Import training and communication. Annual training for all personnel involved in importing. Attend annual import compliance training, Monthly status reports. Maintain Import Compliance Sharepoint site.
10. Temporary Import Bond maintenance
11. Importer Self-Assessment annual review and import manual update
12. Customs Trade Partnership Against Terrorism (C-TPAT) coordinator
13. Backup Export Administrator

Job Requirements:

- Experience with import process
- Accurately process high volume of import entries
- Detail oriented
- Works well under deadlines
- Good communication skills

Job Skills:

High school diploma – minimum

C-TPAT experience a benefit

INCOTERMS understanding

Computer Skills

- Microsoft Office, Excel
- U.S. Customs Automated Commercial Environment (ACE), FedEx My Global Trade Data, UPS Flex Global View and Quantum View Manager
- MSS, R-Card, AMAPS, Parker Drawing