

SUBJECT : Job Description
COMPANY : Keeco
DEPARTMENT : Customs/Import
POSITION TITLE : **Director Customs and Compliance**
REPORT TO : Chief Operations Officer

POSITION SUMMARY

Responsible for the implementation and management of Keeco C-TPAT, Import and Customs policy and enforcement, and policy in regards to all government agencies governing import or export issues. Responsible for oversight of the day to day operations of the Import Department and Import related projects. This role also provides Executives with key insight and analysis to strategic company initiatives involving Country of Production (COP) and Ecommerce supply chain management.

RESPONSIBILITIES

- Responsible for management of Keeco customs policy, and policy in regards to all government agencies governing import or export issues. Management of Keeco's import manual, and for ensuring compliance with Keeco import policies.
- Responsible for management of C-TPAT compliance rules, regulations and reporting
- Responsible for the selection, monitoring and measurement of Keeco's authorized Customs Brokers and other authorized Customs experts, in the United States and Canada.
- Primary Keeco contact for U.S. Customs and related government agencies, and responsible for maintaining records of all correspondence. Responsible for the maintenance of Keeco's Customs records throughout our international supply chain.
- Responsible for the development of Keeco's harmonized tariff classification system, and for the ongoing classification of Keeco style numbers.
- Responsible for the handling of all aspects of the Customs Departments responsibilities including the areas of Customs Compliance & ISF filing, Traffic, Canadian Customs and Traffic Issues, and Export administration.
- Responsible for training Import department staff on Customs procedures, and educating all relevant Keeco staff on Customs requirements and Keeco's import policy.
- Responsible for the management and maintenance of the Duty Drawback program.
- Comply with company safety policies, procedures, and best practices.
- Other responsibilities & duties as requested or assigned by manager.

REQUIRED SKILLS OR EDUCATION

- An extensive background dealing with U.S. Customs, Customs Brokers and Freight Forwarders.
- Extensive work with filing software and processing tools
- Extensive work with Microsoft tools especially Excel
- Excellent communication and written skills
- Experience with U.S. Customs audit process preferred
- 10+ years of dealing with U.S. Customs and legal representatives on a managerial level
- A licensed Customhouse broker preferred.
- Extensive experience with filing protests, binding ruling requests and other correspondence with U.S. Customs.
- Familiarity with home textile products preferred.
- A Bachelors degree or higher in Business, Economics or International Trade.

OTHER INFORMATION

Date : January 2019
Status : Salary/Exempt