



Trade Compliance Manager

Position Description:

As a member of our Global Trade & Logistics team, the Trade Compliance Manager will develop, implement and manage processes to support North American trade compliance. The Trade Compliance Manager will direct Trek's U.S. import and export compliance initiatives, assessing risk and implementing processes as necessary.

Position Responsibilities:

- Lead and manage processes to support the execution of HTS classification, country of origin determination, valuation, free trade agreements, and other critical U.S. import trade compliance functions.
- Implement and oversee customs broker trade operations processes.
- Provide guidance and oversight of U.S import self-filing program.
- Audit North America entry data. Assess opportunities to reduce risk of error.
- Manage US post entry processes to final liquidation on through to duty drawback.
- Guide export compliance activities including denied party screening and licensing determination.
- Direct and lead Trek's US Duty Drawback program.
- Evaluate and resolve potential trade compliance risks.
- Develop internal training program to support trade compliance initiatives and requirements.
- Establish and implement corrective and preventative actions through continuous improvement initiatives.
- Prepare and implement standard operating policies and procedures for trade compliance.
- Other requirements to support Trek's trade compliance programs, as needed or identified.

Position Requirements:

- Bachelor's degree in international business, supply chain or related field.
- U.S. Customs Brokerage license required.
- 7-10 years' experience in a corporate import/export compliance setting required.
- Comprehensive understanding of U.S. Customs regulations, Partner Government Agencies, and customs brokerage is essential.
- Continuous improvement experience preferred.
- Proficient with current Microsoft Office programs. Intermediate Excel proficiency preferred.
- Detail oriented, with exceptional analytical and problem-solving skills.
- Ability to work both independently and on teams.
- Strong organizational skills and demonstrated ability to multi-task varied projects in a fast-paced environment.
- Excellent written and verbal communication skills, with the ability to interact effectively across multi-functional teams.
- Self-motivated with a strong work ethic; accepts accountability and responsibility for actions.