

# Customs Compliance Manager - Job Description

<b>Reports To</b>	<b>Director of Supply Chain</b>
<b>Classification</b>	<b>Exempt</b>
<b>General Purpose</b>	The Customs Compliance Manager will be responsible for all customs activities to ensure shipments are compliant with U.S. and foreign customs laws and regulations as well as audit, maintain, and perform all activities associated with Kirkland's various Customs compliance activities.
<b>Competencies</b>	<b>Strategic Skills; Operating Skills; Oral and Written Communication Skills; Initiative Skills; Interpersonal Skills</b>
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>• Manages the Company's Customs Brokerage Operations</li> <li>• Manages the Company's Customs Compliance and Duty Management programs to ensure timely U.S. Customs entries for all Kirkland's international shipments</li> <li>• Manages periodic monthly statement to ensure all duties are paid on behalf of Kirkland's</li> <li>• Provides margin improvement opportunities by providing guidance on duty savings opportunities</li> <li>• Provides best-in-class customer service and duty savings opportunities to each brand / customer</li> <li>• Monitors regulatory &amp; legislative changes within the home decor industry to ensure the Company is providing up-to-date information to industry trade organizations, as well as taking advantage of all available programs</li> <li>• Coordinates inter-department initiatives with various Kirkland's teams, such as, but not limited to, the Distribution Center's logistics teams, Loss Prevention teams, Merchandising teams, and Finance teams</li> <li>• Audits commercial documents, applies proper harmonized tariff schedules for accurate duty assessment and to ensure proper government importing requirements are met</li> <li>• Facilitates compliance training to sourcing team</li> <li>• Performs other duties as assigned</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• 5+ years' experience in global trade compliance preferred</li> <li>• International Supply Chain experience preferred</li> <li>• Experience with bidding and implementing Customs brokers in various countries and with Global Trade Management Systems</li> <li>• Leadership skills to motivate and develop reports with strong communication skills, clear expectations, and professionalism</li> <li>• Combination of education and experience may be considered</li> <li>• Strong interpersonal skills for working with various levels of management</li> <li>• Ability to interpret and administer accounting principles as they relate to customs laws and regulations</li> <li>• Strong project management skills</li> <li>• Self-motivated and directed, capable of operating autonomously</li> <li>• Knowledge of international shipping documentation, customs clearance and freight forwarding</li> <li>• Proficient in Microsoft Office: Excel, PowerPoint, Outlook, Word</li> <li>• Detail oriented and self-motivated</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to sit at a computer for extended periods of time</li> <li>• Ability to travel internationally</li> </ul>

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_