

# Global Trade Compliance Specialist

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Austin, TX

## About Us

Established in 2002, Nutrabolt is a global nutritional life sciences company that specializes in sports nutrition. Distributed around the world in over 100 countries, the company's marquee brands, Cellucor and Xtend have become uncontested category leaders in pre-workout and intra/post-workout recovery supplementation respectively. We owe our success to our innovative products, our incredible customers and our commitment to our people.

## Job Overview

As the Global Trade Compliance Specialist, you will primarily be responsible for supporting, managing and ensuring compliance of the company's global operations with all applicable US and local country export and import regulations and security regulations. You will work very closely with the company's Senior Director of Global Trade Compliance.

## Day in the Life of:

- You will support, manage, and enforce compliance initiatives and implement policies and procedures compliantly with company policies and operational procedures, to ensure compliance with US Customs/FDA/BIS/CBP/OFAC and other customs agencies within the export destinations, customs duties and refunds, global/regional import tax/duty reduction programs and export requirements.
- You will provide proper HTSUS classifications for finished products, components and promotional items.
- You will have a working knowledge of free trade agreements, particularly NAFTA and the US-Australia FTA, and provide blanket NAFTA Certificates of Origin for all eligible products.
- You will develop and manage a robust auditing process, including but not limited to SOPs for USDA government audits, and internal/external controls for import and export.
- You will monitor audits on import and export entry filings, including first sales, resolve discrepancies, request correction action customs administrative entry submissions as appropriate, and review transaction valuation verification methodology based upon dutiable or non-dutiable items, such as assists and royalties, etc.
- You will participate in and finalize the review of developing and determining HTS codes, units of quantity, and duty rates at the Global level within the company and with external parties. You will own this vital product and component data in our ERP system.
- You will maintain the global duty matrix for all products by region and manage this task through multiple software platforms.
- You will manage compliance training for import, export, and other trade programs as well as assist in establishing and creating a regional supply chain security program.
- You will communicate with internal and external customers/suppliers, freight forwarders/customs brokers, government agencies, and other functional areas to ensure coordination of imports and exports.
- You will keep abreast of all legislative and regulatory changes.
- You will conduct export customer screening on all export transactions.
- You will create annual export and import trade data from ACE.
- You will perform any additional duties as assigned to you.
- You will be the Subject Matter Expert on the export/import for parcel shipments of samples and promotional items world-wide.

## Our Ideal Candidate:

- Has a Bachelor's degree in Logistics, International Trade, Business, or equivalent experience.
- Has 2-3 years' of experience with international trade and/or customs compliance experience, along with working knowledge of global regulatory requirements for food preparations and dietary

supplements.

- Has a thorough knowledge of and experience with US, Canada, EU import and export regulations.
- Has a broad business acumen with a strong emphasis on leadership and teamwork.
- Has excellent analytical, audit, and organizational skills, including the ability to collect, structure, analyze, and communicate, data.
- Has excellent written and verbal communication skills and strong computer processing skills.
- Is a pro-active self-starter who is able to work independently.
- Has the ability and desire to work in a highly dynamic and changing environment.
- Has a Customs Brokers License, or is willing to pursue this certification within the first 2 years of employment.

#### Company Benefits:

- We offer **unlimited vacation time**, to promote work life balance and show our appreciation for our employee's hard work.
- We encourage and support our employees active participation in giving back to the community by providing paid **volunteer time off**.
- We celebrate families through our **paid maternity or paternity leave**.
- We help support our employee's fitness journeys by **providing a gym allowance**.
- We provide our employees with a **monthly product allowance** to stock up on Cellucor and Xtend products and swag.
- We are committed to our employee's continued **personal and professional development**. To help support individual and team growth, we offer a **fully paid LinkedIn Learning membership** as well as other development tools.
- We give our employees the fuel they need to perform with access our **fully stocked Cellucor and Xtend product bar** and **company provided meals**.
- We invest in our employee's future though **401K matching**.
- We offer our employees **competitive health/dental/vision insurance** including options such as HSA and flexible spending accounts.

## Apply for this Job

\* Required

First Name \*

Last Name \*

Email \*

Phone \*

Resume/CV \* [Attach](#), [Dropbox](#), [Google Drive](#), [Paste](#)

Cover Letter [Attach](#), [Dropbox](#), [Google Drive](#), [Paste](#)

Why do you want to work with us? \*

What is your favorite beverage? \*

Expected monthly or hourly salary? \*

Are you eligible to work in the US? \*

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Will you now or in the future require sponsorship for employment Visa status? \*

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LinkedIn Profile

How did you hear about this job?

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### **U.S. Equal Opportunity Employment Information (Completion is voluntary)**

Individuals seeking employment at Nutrabort are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.

Completion of the form is entirely **voluntary**. Whatever your decision, it will not be considered in the hiring process or thereafter. Any information that you do provide will be recorded and maintained in a confidential file.

Gender Please select

Are you Hispanic/Latino? Please select

### Race & Ethnicity Definitions

If you believe you belong to any of the categories of protected veterans listed below, please indicate by making the appropriate selection. As a government contractor subject to Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. Classification of protected categories is as follows:

A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran Status

Please select

Form CC-305  
OMB Control Number 1250-0005  
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### **Voluntary Self-Identification of Disability**

#### **Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities<sup>1</sup>. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Disability Status Please select

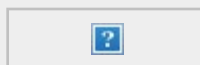
### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

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