

# Import Export Specialist

Location: Mason, MI, US

Are you looking for a new adventure in the world of import and export compliance?

This is an exciting role in Dart's Logistics group responsible for complex international shipping requirements for our products to enter or exit other countries. You will be a go-to source for engineers, production facilities, customers and executives to advise in what's needed to clear customs at international borders.

Our successful candidate will come into this role with two years of working experience in supply chain with a strong understanding of tariff classification, export controls, and country of origin determination.

If you are interested in learning more of what Dart has to offer, please apply below!

## Day-to-Day Role:

- Use regulatory tools to research and perform:
  - US Schedule B or US Harmonized Tariff classification coding for Import and Export shipments; maintaining internal and external databases
  - ECCN export control classification activities
  - analysis and justification for Free Trade Agreements; preparing and issuing Certificate of Origins or origin declarations in commercial invoices
- Prepare documentation, commercial invoices, packing lists, packing declarations, SOLAS weight verification statements, bills of lading, shippers export declarations, shippers letter of instructions and other documents required for regulatory requirements to support our International Companies
- Monitor and respond to internal and external queries sent to the department's Import and Export electronic mailboxes. Examples include obtaining transportation and brokerage quotes, performing ad hoc denied party screening for export shipments, and providing regulatory information for customs clearance

- Perform audits of US import and export documentation; perform duty deferment or drawback claims under direction of supervisor; and troubleshoot invoice or payment issues for customs, customs brokers, and ocean transportation carriers to avoid delays in supply chain
- Facilitates action process improvement initiatives including reduce in-transit times and demurrage/storage costs
- Maintain records for all import and export documentation ensuring compliance with all government laws and regulations; including maintaining department process documentation
- Keep current and communicate on regulatory changes (for US, Canada, Mexico, Brazil, Argentina and EU/United Kingdom import requirements)

## Core Skills and Qualifications:

The ideal candidate must possess all of the following:

- Bachelors Degree with an emphasis in Supply Chain/Logistics, Business, Accounting, International Business or related field of study
- Two years of work experience in supply chain, logistics or with import/export functions
- Strong understanding of tariff classification, export controls and country of origin determination
- Experience with Microsoft Office

### Preferred Skills and Qualifications

- SAP experience

**Overview:** *As the manufacturer of Dart® and Solo® brand products, Dart Container is an industry leading single-use food and beverage packaging company. With 15,000 employees and 40+ locations worldwide, Dart offers more than 4,000 products used every day in restaurants, hospitals, schools and homes around the globe.*

**Benefits:** *Dart Container full-time employees enjoy great benefits, including medical, dental, vision, life insurance, 401(k) with company matching contributions, paid vacation, paid holidays, short-term disability, tuition assistance, product discounts and more.*

If you experience difficulty applying online, you may call (800) 545-3278 Ext 3390 or email us at [applicationassistance@dart.biz](mailto:applicationassistance@dart.biz) for assistance.

Dart Container is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.