



POSITION DESCRIPTION

Title:	Manager, North America Customs Compliance	Business Unit:	BNA
Location:	St. Louis, MO	Reports To:	Director, Foreign Trade Support
Job Status:	Salaried	Salary Grade:	

POSITION SUMMARY:

Responsible for leadership in ensuring compliance with import and export regulations throughout North America. This role is a critical link between corporate functions, external service providers and regulatory agencies under which Bunge operates throughout North America. This role manages U.S. Customs Compliance in addition to providing leadership on special projects, training, and audits throughout the entire Bunge North America geography.

CORE FUNCTIONS:

- Designated lead for North America projects to focus on continuous improvement and regulatory alignment.
- Govern customs broker management program in the North America region including monitoring for appropriate service level performance, assembling metrics dashboard of service provider performance, coordinating business reviews, establishing & maintaining written Standard Operating Procedures ("SOP's") and coordinate Master Service Agreements ("MSA's") with the Director.
- Lead internal coordination of response to government inquiries, audits and other requests (e.g. CF28/CF29) related to customs compliance activities.
- Responsible for timely dissemination of sanctions updates and party screening activities.
- Assist the Director in ensuring acquisitions are successfully integrated into the Customs Compliance Program.
- Assess prior import & export activities of acquisitions for presentation to Director and senior management.
- Project leader for initiating remedial activities necessary to ensure regulatory alignment.
- Evaluate and research destination market and shipment type to assess risk profile of trade flow with emphasis on licensable and higher-risk market opportunities.
- Update and maintain corporate policies, procedures, and import & export manuals for compliance with North American international trade regulations.
- Project leader for assembling customs brokerage RFP's in coordination with Procurement, Legal and Finance throughout the North America region. Requires coordinating the

direction outlined by the Director, incorporating the contributions of the country Managers, and presenting outcomes and options to all key stakeholders.

- Lead and support business process changes to align with regulatory changes.
- Submit EEI filings via ACE in compliance with 15 CFR Part 30 for shipments to license-required destination countries.
- Amend filings in compliance with regulatory requirements upon notice of changes. Clearly maintain original and amended documents in recordkeeping files.
- Support specialized trade programs including IMMEX, maquiladora, duty drawback, reconciliation, and foreign trade zones.
- Empowered to act appropriately and expeditiously in response to any perceived customs and trade compliance infractions. Demonstrate creativity and flexibility to manage and resolve these issues.
- Lead effective response to inquiries from all business units regarding tariff classification, free trade agreements, certificates of health and free sale, etc. including a leading role on Landed Cost Analysis projects.
- Development and oversight of customs compliance training program.
- Perform continuous analysis on regional import/export regulations & sanctions and provide ongoing training to parties with a need to know.
- Initiate and manage North American key performance indicators (“KPI’s”) to feed Compliance Dashboard Metrics.
- Build expertise in regulatory compliance.
- Manage several direct reports including the activities of the U.S. Customs Compliance Team, and indirect reports in other countries & offices, in a manner supporting Bunge’s core values and key capabilities.
- Manage export license determinations required by the Export Administration Regulations (“EAR”) and manage export licensing requirements on behalf of the company, including SNAP-R input and reporting.
- Manage customs requirements for CAPEX regional equipment moves.
- Audit the payment process for customs brokerage invoices.
- Provide recommendations for continuous improvement and streamlining of Customs Compliance activities, e.g. system automation opportunities.
- Assist the Director with budgetary oversight for operational expenses.
- Actively participate in a customs compliance industry organization.
- Support global projects as needed.
- Perform other duties as assigned.

REQUIRED COMPETENCIES:

- **Leadership:** Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
- **Teamwork:** Demonstrate ability to work with people in a manner that builds high morale and group commitment to shared goals and objectives.
- **Openness and Communication:** Demonstrate ability to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- **Organizational Capability:** Demonstrate ability to organize and/or schedule people or tasks and to develop realistic action plans while being sensitive to time constraints and resource availability.

- Operational/Personal Effectiveness: Effectively manage time and priorities and work efficiently.
- Coping: Demonstrate ability to maintain a mature problem-solving attitude while dealing with interpersonal conflict and time demands.
- Decision Making and Problem Solving: Demonstrate ability to take action in solving problems while exhibiting judgment and a realistic understanding of issues and constraints; able to use reason, even when dealing with emotional topics.

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's degree in related field required; Master's degree preferred
- At least twelve years of experience in a related field
- Licensed Customs Broker ("LCB") required
- Export Certification such as CUSECO or CES required or willingness to pursue immediately
- Demonstrated proficiency in electronic business systems, including Word, Advanced Excel, PowerPoint, SAP, Visio, and other standard business software
- Excellent written and verbal communication skills
- Fluency in English and proficiency in Spanish, French, or Portuguese

SCHEDULE:

- Normal office hours, five days per week
- Some overtime or weekend duties may be required
- Business travel up to 50% may be required

PHYSICAL REQUIREMENTS:

- While performing the duties of the job, the following essential physical functions will be required:
 - Standing
 - Close vision and ability to adjust focus
 - Sitting
 - Speaking
 - Hearing
 - Use of hands to finger, handle or feel
 - Reaching with hands and arms
 - Walking
 - Climbing stairs
 - Stooping
- While not essential functions, the position will also frequently include the following activities:
 - Kneeling
 - Crouching
 - Ability to lift and/or move up to 20 lbs. on a regular basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

I have read and understand the terms, conditions, duties and requirements associated with this position.

Employee Signature

Date