



## JOB POSTING

**POSITION:** Compliance Trade Analyst  
**HOURS OF WORK:** Flexible - 40 hours per week  
**LOCATION:** Pembina, ND, USA  
**START DATE:** As Soon As Possible

### 50 Best-Managed Employer Seeking a Compliance Trade Analyst

- **Work Life Balance** – We CARE (Clients are our focus, Associates matter, Relentlessly serving traders, Excellence and innovation in all we do): Giveback committee, Social committee, Cultural Ambassadors
- **Compensation** – We pay fairly: scheduled salary assessments, salary scales
- **Excellent Benefits** – Subsidized health, dental, short and long term disability, life & AD&D
- **Employee Retention** – Employee development, internal university, external training, leadership development, internal applicant preference, career planning & advancement

GHY USA Inc. has an exciting opportunity available at their Pembina office location. Reporting to the Compliance Manager, this individual must have extensive Industry experience. The individual will communicate on a regular basis with internal and external customers. This individual will have extensive knowledge in rating goods using the tariff classification codes, the customs brokerage process and cross-border transportation. This person will act as a mentor for other associates within the team.

### Responsibilities:

- Handle post entry items including, but not limited to:
  - Coordinating Customs requests for information and notices of action
  - Process and log PSC's
  - Coordinate information for filing of Customs Protest/520(d)'s
  - Process IOR Changes
  - Coordinate importer approval and payment of Liquidated Damages
  - Coordinate and log CBP Bills and payment
  - Log, scan and verify Treasury Refund Checks
  - Log & Monitor/Coordinate TIB Entries/Closures/Extensions/Breach
  - Internal and external report generation at the clients request
  - Compiling Customs packages
  - Entering notes in files
  - Changes in status of files
- Maintain Post Entry Log
- Monitor all Refund Requests
- Process UC Messages/Log – UC2 docs required, UC3 additional info request, UC4 entry summary rejects
- Process SO messages/log – upload docs to DIS as needed
- Understanding of ACE reports
- Other duties, as requested



### Qualifications:

- Completion of US CCS Designation (Required to obtain within 1 year)
- Completion of US Brokers License (Preferred)

### Required Skills:

- Eager to learn
- Attention to detail
- Strong organizational skills
- Professional oral and written communication
- Strong internal communication skills
- Read/write and understand detailed forms, memos or letters
- Knowledge of ACE functionality
- Understanding of Tariff Classification, Explanatory notes, etc
- Familiarity with 19 CFR
- Problem solving skills
- Work prioritization skills
- Self-motivated, with the ability to work under pressure and deadlines
- Ability to manage heavy workloads
- Basic mental mathematics
- Keyboarding – 50+ WPM
- Understanding of the Microsoft Office Suite – with proficiency in Excel

### Required Experience:

- Minimum 3 years Customs industry experience

If you are interested in this position, please notify [hr@ghy.com](mailto:hr@ghy.com) September 19, 2019