

# HITACHI HIGH TECHNOLOGIES AMERICA, INC.

## JOB DESCRIPTION

**POSITION TITLE:** Logistics Specialist

**DEPARTMENT NAME:** Supply Chain

**REPORTING TO TITLE:** Director of Supply Chain Operations, Supply Chain

### **GENERAL DESCRIPTION**

The Logistics Specialist directly assists the supply chain Manager(s) to make sure that the Import and Export needs of the Division are met. This would include preparation of compliance documentation, working with the Broker and making sure that all shipments comply with the Laws of the U.S Customs. This person must have the ability to be able to use the Harmonized Tariff Schedule of the United States to classify any part that needs to be imported by HTA.

### **PRIMARY RESPONSIBILITIES**

- Utilize the Harmonized Tariff Schedule of the United States, and Schedule B independently evaluates and determines classifications of parts that will be imported and exported by HTA. This will include understanding the Binding rulings, and other pertinent information. This procedure will include the preparation of the forms with as much data as possible, and submit for approval. Perform entry audits on all entries to ensure accuracy and broker compliance to US Custom Regulations.
- Ensures legal compliance and provides import/export administration and control within government rules and regulations, including appropriate licensing for shipments. Exercises discretion in ensuring legal compliance with import/export regulations.
- Communicate with Local Technical Support or Japan to gain critical information needed for classifications.
- Act as a direct interface between SED division and the validation classification contractor, answering any questions or requests for further information.
- Acts as an advisor on matters of tariffs, markets, and federal and foreign regulations
- Complete projects as designated by Management with the common goal to improve overall Company Performance.
- Updates SAP regarding missing information such as country of origin etc.
- Produce all duty drawback application and filling data.
- Responsible for international shipping documents, as well as bookings, and tracking.
- Reviews inbound documents from Israel and Ireland for accuracy if requested.

- Supports customer service regarding inbound and outbound shipments providing late shipment information and weekend delivery schedules
- Remotely supports all service location's direct shipments inbound and outbound to Japan
- Maintains log sheets of inbound shipments and provides files for Import/Export on as needed basis.
- Act as the interface between HTA accounting, broker, and freight forwarder when there is conflicting information regarding billing issues as well as providing shipping information to our site people when requested.
- Provide specialized knowledge support to compliance when needed to requested to close import/export issues
- Provides back up support to the Purchasing group, this include new part setup in SAP, making corrections to old part numbers when a problem is found with lead-time or safety stock, updates log files, creating domestic Purchase orders and anything else that is deemed necessary. (NE)
- Provide highly detailed documentation for the purpose of problem resolution and/or engineer training.
- Familiar with a variety of the import/export field's concepts, practices, and procedures.
- Relies on experience and judgment to plan and accomplish goals
- Set and keep appropriate schedules for assigned responsibilities.
- All other duties as deemed necessary by SED management (NE)

## **EDUCATION REQUIREMENTS**

- College degree or relevant certifications and experience in lieu of degree.
- Preferred Certifications: Import Compliance Level II, US Department of Commerce: Export Controls and Licensing
- Preferred Training completed: Tariff Classification, Air and Ocean Shipments, Foreign Trade Zone and Duty Drawback
- Preferred Licenses: US Customs Broker License

## **EXPERIENCE REQUIREMENTS**

- Candidates should have as a minimum four to five years of experience in this field.

## **SKILLS AND ABILITIES REQUIREMENTS**

- Possess excellent Import and Export regulations knowledge, specifically an understanding of the requirements for, FDA, FCC and EAR Export regulations are needed.
- Broad-based understanding of the SED business, including thorough understanding of etch process theory.

- Ability to effectively communicate with different business stakeholders within the local and external offices to produce desired results.
- Ability to effectively interface with customers, service department personnel and others.
- Computer and MS office skills.
- SAP skills.
- Ability to assist other International Field personnel with problems they encounter with shipping.
- Ability to provide training to members of the supply chain group.
- Ability to coach and develop assigned resources.
- Strong verbal and written communication skills that can be used with managers, co-workers, assigned resources and both internal and external customers.

## **PHYSICAL REQUIREMENTS**

- Ability to lift up to 15 lb. with or without accommodations.
- Ability to communicate and receive communication via telephone, fax, and computer e-mail with or without accommodations.

The above job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Equal Opportunity Employer (EOE) – Females/Minorities/Protected Veterans/Individuals with Disabilities