

## **Trade Compliance Supply Chain Specialist**

Kite, a Gilead Company, is a commercial-stage biopharmaceutical company focused on the development and commercialization of novel cancer immunotherapy products designed to harness the power of a patient's own immune system to selectively target and kill cancer cells. The company is focused on chimeric antigen receptor (CAR) and T cell receptor (TCR) engineered cell therapies designed to empower the immune system's ability to recognize and kill tumors. Kite is based in Santa Monica, CA. For more information on Kite, please visit [www.kitepharma.com](http://www.kitepharma.com). Sign up to follow @KitePharma on Twitter at [www.twitter.com/kitepharma](http://www.twitter.com/kitepharma).

Do you want to make a real difference in the world? Come help us in our quest to cure cancer! Everyone at Kite is grounded by this common goal. Every single day, we seek to establish a direct line between that purpose and our day-to-day work. Join us in our mission!

The Trade Compliance Specialist leads all aspects of Kite's IMEX shipments of equipment, supplies, products, raw materials, samples and any other miscellaneous shipments. In this role you will have to coordinate activities between outside companies, internal customers and vendors that provide courier, freight, brokerage and other services. Detailed familiarity with IMEX shipment operations, legal issues, government regulations, and safety procedures is required, as is knowledge of geography, mathematics, and computer applications. Ability to work under bold timelines and highly developed prioritization skills are critical.

The responsibilities for this position include but are not limited to balancing all aspects related to the import and export activities for Kite Pharma such as clearance, ACE operations, OGA communication and documentation; recordkeeping activities as per government regulation; assisting with final product, raw materials, intermediaries, sample and any other shipments, broker communication, troubleshooting and immediate resolution to any shipment issues. In this position you will work with multiple internal departments and customers, external vendors and customers and as such will be responsible for educating, training, developing and maintaining documents, processes manuals, etc. You will also be responsible for researching IMEX regulations, trade barriers and commercial processes for new and existing commodities in the US or foreign countries, assess FTA, FTZ or other cost-saving measures and their applicability to Kite's operations. Special projects will be assigned on a need to basis.

You will also be responsible for the Policies and procedures for IMEX operations covering areas of, but not limited to, IMEX processes, Kite personnel activities and schedules when involving IMEX processes, Broker management, and shipment coordination and routing. The Trade Compliance Specialist is also responsible for making sure that IMEX shipping documents are timely and accurately prepared and disseminated. The position will be an integral part in continuously improving the Trade Compliance Program and operations for Kite.

The Trade Compliance Specialist ensures that internal and external customer problems are researched and corrected in a timely manner. The person we hire will also be responsible for staying current with various regulations including but not limited to IMEX operations, OGA regulations, changes in policies and quality manuals. You will also work with the Quality department when needed to open or support Deviations and/or SCARs.

#### Responsibilities:

- Handles, troubleshoots, and is responsible for the Import/Export shipment transactions while working closely with the corporate logistics departments and the brokers
- Performs export compliance screening against the Denied Parties Lists
- Use ACE to generate reports, analyze them and submit EEI filings as well as communicate with Customs & OGAs
- Assigns HTS & ECCN classifications to commodities & maintains their database
- Builds FDA Import product codes
- Coordinates import & export recordkeeping requirements
- Responsible for COO research, determination & evidence procurement for recordkeeping purposes
- Conducting customs brokerage & shipment transactions audits
- Working on development implementation, improvement, training and audits of Trade Compliance policies, procedures and WIs
- Acts as liaison between end-users, IT and cross-functional teams in the analysis, designs, configuration, testing and maintenance of systems to achieve optimal operational performance
- Responsible for resolving information requests in a timely manner from Brokers for import clearance of commodities
- Ability to reconcile entries with Customs
- Familiarity with CROSS and ability to analyze rulings and how they apply to transactions and commodities
- Ensure compliance with foreign legal requirements related to the import & export to and from foreign countries
- Well versed in FDA, USDA, CDC and EPA and other OGAs regulations and operational procedures
- Obtaining permits, certificates, COOs or other documents when needed from OGAs to support IMEX shipments
- Working with vendors to develop and establish agreements that will support Kite's business operations
- Solid understanding of Incoterms and their application
- Responsible for continuous improvement of the TC Program and operations at Kite
- Leading the vendor relationships
- Managing POs and invoices for the assigned vendors

- Developing presentations and effectively communicating findings, results & action plans to peers and management
- Provides Trade Compliance Training to operations personal when needed
- Works with the Quality department to open or support SCARs and Deviations

#### Basic Qualifications:

- Bachelor's Degree highly preferred
- 5+ years in Trade Compliance
- Well versed in using MS Office suite software
- Excellent interpersonal skills
- Ability to analyze data and metrics, draw conclusions and resolve actions
- Capacity for problem solving and demonstrated multi-tasking capabilities
- Ability to identify process deficiencies and streamline current procedures
- Strong attention to detail, time management, prioritization and interpersonal skills

#### Preferred Qualifications:

- Licensed Customs Broker
- Familiarity/certification in Lean Methodology
- Oracle experience
- Pharmaceutical industry knowledge and experience