

## **Major Function**

Support Toro's business operations by developing and executing the company's import and export processes in areas such as classification, valuation, country of origin determination, broker relationship management, sanctioned party list screening and export license determination. Work cross-functionally with Toro team members around the globe to ensure compliance with U.S. and international import and export regulatory requirements.

## **Duties & Responsibilities**

- Analyze, research, assign and update SAP with the appropriate Harmonized Tariff Schedule or Schedule B Number, ECCN and Country of Origin for all Toro materials.
- Maintain, test and complete the transport process used to update Harmonized Tariff Schedule table in SAP.
- Request binding rulings from U.S., Mexican, Canadian, European Union and other country authorities when necessary.
- Conduct Sanctioned Party List Screening.
- Determine need for an export license based on applicable U.S. and international regulatory requirements; prepare and submit license applications when appropriate.
- Administer and develop relationships with customs brokers, including research and response to broker inquiries while ensuring timely clearance of shipments.
- Audit, process, log and assign appropriate Toro account numbers to customs broker invoices upon receipt for payment.
- Liaison between order services and customs brokers on Return Goods Authorization, ensuring that required documentation is provided, allowing the return to be processed through customs.
- Train sourcing and engineering on the topic of assists. Liaison between Toro and customs brokers to ensure that assists are properly declared.
- Track liquidation dates and amounts of all U.S. entries.
- Ensure that EPA procedures are followed for import of qualified and non-qualified engines; communicate to all involved parties when importing non-compliant engines.
- Answer questions and resolve issues related to documentation/data requirements of OGAs (other government agencies) for importing and exporting.
- Research and prepare duty drawback claims.
- Authorize and close out Temporary Import Bond entries within timeframe allowed by customs.
- Create and maintain documented procedures in support of Toro's import and export processes.
- Perform internal compliance audits, resolve identified issues and perform corrective actions.
- Educate and train internal customers on importing and exporting requirements.
- Prepare, research and distribute monthly import cost reports.
- Maintain required records according to regulatory requirements and company policy.
- All other special projects and duties as assigned.

- Bachelor's degree preferred, comparable years of experience in international trade compliance will be considered.
- Knowledge of U.S. and other government regulatory agency requirements preferred.
- Licensed Customs Broker or interest in becoming licensed in the future.
- Ability and skill with multitasking in a fast paced and constantly changing regulatory environment.
- Proven ability to analyze situations and take effective and accurate actions.
- Exceptional attention to detail.
- Ability to manage large workload and excel at prioritizing and organizing tasks.
- Excellent follow-up and follow-through skills.
- Excellent computer skills including Microsoft Word and Excel, SAP experience preferred.
- Strong written and verbal communication skills.
- Experience working within ACE (Automated Customs Environment) desired.
- Experience working with mechanical and electrical products desired.

### **Specifications**

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### **Job Dimensions**

Position requires a high degree of communication and interaction with other areas of the company as well as customs brokers with ability to ensure detailed compliance with applicable U.S. and international regulations and Toro's processes. This position can have a long learning curve of twelve months plus. Ability to regularly follow detailed processes and analysis is required. Work is conducted in a typical office environment as it pertains to lighting, temperature and noise levels when working in an administrative or operations environment. Dexterity of hands and fingers to operate a computer keyboard, mouse and to handle other computer components is required.

*We are proud to be an Equal Opportunity Employer including protected veterans and individuals with disabilities.*