

**I. Job Summary:**

The Trade Compliance Analyst will support the Global Trade Compliance Manager for Harry Winston. The position is responsible for planning the timely, economic and safe transport of all inbound shipments while complying with government laws and regulations, (Including, Customs and Border Protections (CBP), The Export Administration Regulations (EAR), Bureau of Industry and Securities (BIS), Census Bureau, Chamber of Commerce, Corporation for International Business (ATA Carnet), Office of Foreign Assets Control (OFAC), Convention on International Trade in Endangered Species (CITES), Migratory Bird Treaty Act, Endangered Species Act (ESA), Wild Bird Conservation Act and The [Code of Federal Regulations](#) (CRF 19). The successful candidate must ensure World Customs compliance and provide guidance and information to the sales and retail operations personnel on inquiries regarding worldwide shipping options, HTS classifications, Duty & VAT rates, and transit times.

II. Key Duties Responsibilities and Accountabilities:

- Dispatch and oversee the logistics of ocean/truck/air/courier deliveries of non-valuable merchandise in the most cost efficient and safe manner.
- Must be knowledge in all aspects of drop-shipping worldwide.
- Supervise the administrative process, schedule, and shipment of non-valuable merchandise for international and domestic transportation.
- Participate in continuous process improvements related to HW Non-Valuables Program and manage recordkeeping of internal documentation and procedures. Conduct periodic process reviews, identify gaps and implement necessary corrective actions.
- Manage freight and Customs brokers' metrics and Key Performance Indicators (KPIs) for non-valuable shipments and develop/implement corrective actions, as needed.
- Accountable for researching and determining the appropriate HTS code for valuable and non-valuable items.
- Prepare annual freight side-by-side rate comparison reports for non-valuable shipments.
- Supervise Customs issues, including inspections and holds for assigned valuable's shipping lanes and non-valuable projects.
- Review and approve freight invoices for non-valuable shipments.
- Track assigned international incoming shipments and non-valuables to ensure timely deliveries at destination, and resolve Customs issues, including inspections and holds.
- Work closely and build a relationship with the designated Customs brokers and carriers to coordinate timely and compliant flow of shipments.
- Ensure that all departments within the organization are in compliance with internal shipping and world customs regulations.
- Assist all Harry Winston personnel on customs related inquiries. This includes but it's not limited to, transit times, Duties and VAT, HTS codes, while being compliant with all customs regulations and requirements.



- Strong knowledge on the requirements of Fish and Wildlife, Free Trade Agreements, TIBs, American Goods Returned, embargoes, sanctions, drawbacks and Carnets is required.
- Routine collaboration with FDA, USDA, Customs and FWS to manage licensing, permits and registration documentation.
- Strong knowledge on valuation methods, Customs rulings, Customs recordkeeping and Harmonized Tariff Schedule classification.
- Maintain the following Access Database Logs for assigned shipping lanes: Incoming Shipment, Carnet, Exceptions, Export Registration, TIB, and Watch Import Data Entry.
- Participate in continual improvement processes related to HW Compliance Program and manage recordkeeping of internal documentation and procedures.
- Assist with the development of a logistics and trade compliance worldwide manual.
- Assist with the development of new policies and procedures to ensure compliance across the organization.
- Create and review ACE reports as requested by the Trade Compliance Manager.
- Review, process and approve brokerage invoices.

IV. Job Qualifications:

Business Skills:

- Knowledge and astute understanding of global logistics and customs; acquire accurate and reliable information related to duty & VAT rates, country specific customs restrictions, shipping options, etc.
- Experienced with U.S. Customs, Fish & Wildlife, FDA and OFAC regulations and managing relationship with Customs brokers and armored carriers.
- Strong working knowledge of US Customs laws, Incoterms and Harmonized Tariff Classification, US Customs Regulations, understanding of the GRI's, Section and Chapter Notes, explanatory notes, and CROSS rulings.
- Strong documentation skills and keen attention to detail.
- Proven analytical and creative problem-solving abilities.
- Ability to prioritize tasks and projects in a high pressure environment.
- Ability to work independently.

System Skills:

- Knowledge in creating, modifying and managing Access databases, including creating relationships between multiple databases.
- Strong Excel, PowerPoint and Word knowledge.
- SharePoint and Tableau general knowledge is a plus.
- Navision ERP and D365 solution experience is a plus.

**Interpersonal Skills:**

- Excellent listening, written and oral communication skills.
- Excellent presentation skills.
- Experience working in a team-oriented and collaborative environment.
- Strong service orientation, highly self-motivated and energetic.
- Ability to handle multiple projects simultaneous.
- Requires minimal supervision.
- Dependable, takes initiative and responsibility for own actions.

Degrees and Experience:

Minimum of 3 - 5 years related work experience.

Experience in luxury jewelry and timepieces, retail or consumer goods, supply chain is a plus.

College or University degree in the field of logistics, operations management, and/or business administration.

Proficiency in written and spoken English.