

# Foreign Trade Zone Administrator

## **Job Summary (General Responsibilities):**

The **Foreign Trade Zone Administrator** is responsible for supporting the foreign trade zone operations and other related areas of import/export compliance. The position provides operational guidance and support for Belkin's Foreign Trade zone. This position will ensure compliance with all applicable company policies, U.S. and international regulations while managing the expeditious flow of international trade. This person will serve as a point of contact for the foreign trade zone.

This position will require an understanding of international trade laws with a focus on Foreign Trade Zone (FTZ) operations. These responsibilities include but not limited to Foreign Trade Zone Operations, tariff classifications, import/export documentation, North American Free Trade Agreement (NAFTA), duty drawback, Customs-Trade Partnership Against Terrorism (C-TPAT), and Importer's Self-Assessment compliance (ISA).

## **Specific Responsibilities:**

- Support internal management system consisting of procedures, internal controls, and training to ensure that impacted employees understand and follow specific legal principles involving laws and regulations governing FTZ operations and the importation and exportation of goods and technology
- Supervise daily FTZ operations and process FTZ filings
- Implement automation improvements
- Maintain and update desktop manuals
- Maintain recordkeeping procedures and protocols for FTZ operations
- Support managing Customs Brokerage processes and third party customs broker service. Drive continuous process improvement and lead-time reduction. Monitor service provider performance against clearly defined KPIs.
- Support supply-chain security initiatives, C-TPAT and similar security programs.
- Ensure data integrity related to tariff classification, country of origin, FCC, UL and value information declared to customs authorities.
- Oversee periodic and annual FTZ regulatory filings including reconciliation
- Oversight of submission of 214s, 3461s, 7501s, 7512s, inventory balances, fees
- Fulfill responsibilities under ISO 9001 and 14001, understand and fully support ISO system.
- Understand and follow company rules and regulations.
- Perform all other duties as assigned and required.
- Promote US Customs actions on Belkin Trademark Infringement, timely providing all necessary information needed for Customs to seize counterfeit Belkin shipments.
- Maintain a safe and clean work environment
- Perform all other responsibilities and ad hoc projects as assigned or required in support of business and strategic initiatives

## **Education and Experience Requirements:**

- Bachelor Degree in Business or equivalent experience
- US Customs Broker License preferred
- Must have knowledge of the Foreign Trade Zone regulations
- Minimum three years of experience in a similar position; experience with global operation preferred
- Familiarity of Tariff Classification, Valuation and Country of Origin Determination laws
- Advanced Excel skills, ability to work with lookups and pivot tables
- Proficiency in Microsoft Word, Outlook, Excel
- Strong organizational, analytical and interpersonal skills
- Strong verbal and written communication skills
- Self motivated to learn new concepts and participate in new projects
- Must work well independently and in a team environment

## **What you're getting into**

We've got big collaborative spaces for your big ideas, so bring an open mind and leave your suit in the closet. We all are committed to creating unique and rewarding consumer experiences. Everyone is interested in succeeding – for the team, for themselves and for the business. Cross-functionally and across the company, everyone has common goals and aspires to be their best.

You will learn something new or at least look at things differently every day. There are so many smart and creative people around that you'll be motivated to pursue the ideal.

Team spirit is infectious. Belkin is an extremely open workplace, where communication is essential. Not every idea will be accepted, but you'll be asked for your point of view. Innovation thrives on multiple and varied levels. At Belkin we challenge conventional wisdom and refuse to accept that something cannot be done.

We are committed to diversity. Belkin is an Equal Opportunity and Affirmative Action Employer M/F/D/V. We maintain a drug-free workplace.