

THIS IS WHAT YOU'LL DO:Core Responsibilities

- US HTS, Schedule B, and ECCN classification of automotive and technology commodities, including determination of export license and other government agency requirements.
- Perform restricted party screenings.
- Maintain international logistics processes in support of operations, including the creation of standard commercial documents as needed (invoices, packing lists, SLI, certificates, etc.).
- Resolve customs clearance inquiries from suppliers, brokers, and internal business partners to ensure supply chain and project continuity.
- Maintain and communicate international trade compliance procedures, to help employees understand and follow laws and regulations governing the importation and exportation of commodities.
- Facilitate temporary imports/exports and monitor to ensure timely closure: carnets, TIBs, etc.
- Solicit suppliers for certificates of origin and manufacturer affidavits for preferential trade agreements, and review for clerical accuracy.
- Maintain the repository of all import/export entry records and documentation in keeping with Rivian's record retention policy and all regulatory requirements.
- Document and maintain operating procedures as needed (work instructions).

Team Opportunities

- Assist in qualifying commodities for preferential trade agreements.
- Support projects, research, analysis and other special assignments as needed to minimize risk and maximize opportunities.
- Future State: possible contribution to FTZ, drawback, and reconciliation programs.

THIS IS WHAT YOU'LL NEED:

- 5+ years relevant experience in a complex import/export environment. **Automotive experience strongly preferred. Export experience strongly preferred.**
- Experience assigning classifications according to the HTSUS, global HS schedules, Schedule B, and ECCN, with specific experience classifying automotive and hi-tech components.
- Experience applying classification, country of origin, and trade preference knowledge to import / export shipments.
- Working knowledge of incoterms as they relate to international transactions.
- Highly organized; ability to prioritize multiple tasks in an ambiguous, fast-paced environment.
- Familiarity with maintaining trade master data in enterprise resourcing planning (ERP) systems and related databases.
- Experience using *ACE Portal* and/or *Integration Point* a plus.
- BA / BS degree or equivalent; U.S. Customs Broker License or CCS/CES strongly preferred.

THIS IS WHERE YOU'LL WORK:

Department: Logistics

Location: Plymouth, MI or Normal, IL

RIVIAN DESCRIPTION:

Rivian is on a mission to keep the world adventurous forever. This goes for the emissions-free Electric Adventure Vehicles we build, and the curious, courageous souls we seek to attract.

As a company, we constantly challenge what's possible, never simply accepting what has always been done. We reframe old problems, seek new solutions and operate comfortably in areas that are unknown. Our backgrounds are diverse, but our team shares a love of the outdoors and a desire to protect it for future generations.



JOB DESCRIPTION: **TRADE ANALYST**

We operate development centers in Plymouth, MI, Irvine CA and San Jose, CA, and Surrey, England, as well as a manufacturing facility in Normal, Illinois.

Rivian is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Rivian is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Rivian are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Rivian will not tolerate discrimination or harassment based on any of these characteristics. Rivian encourages applicants of all ages.